HOW TO MAKE AN EXAM APPLICATION ONLINE PAYMENT

This quick guide will walk you through the online application payment system and provide instructions on how to submit payment. You might not have been able to make an online payment when you submitted your application due to various issues. At this point, you should have received a seven-digit confirmation number upon successful completion of the *exam application* which verifies that you are enrolled as a "not-paid" status. You will receive another confirmation number after submitting *payment* to complete the application. If you are unable to complete the payment process for the examination fee when you initially apply for the exam, then you must wait one business day before you log back into the online system to attempt to pay again. Business days are Mondays – Fridays, excluding holidays.

1. **If you failed to make a payment and then log back in the following business day, you will see the following:**

2. **Once you click the yellow Make Payment button, as depicted above, a new window will open:**

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3. Next, you will be asked to input your credit card information:

4. Then, you will be prompted to continue, and you will be taken to a verification page:

Note: The email confirmation box is auto-checked so that you receive email confirmations.

Please note: **If you are still unable to submit online payment by the end of the application period, you will be contacted by email and given one final chance with further instructions on how to submit payment. It is very important that you input your email address correctly and check for an email from NYC Transit within five days immediately following the end of the exam's application period. Be sure to check your SPAM folder and be aware that this email will contain a deadline for submitting payment.**