

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:

Exams Signed In as Nick | Sign Out

Exams | [My Activities](#) | [My Account Information](#)

You can search and review exams from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to apply for exams. If you wish to apply for more than one exam, you must apply for each of them one at a time.

Current Exam Openings						
Agency	Exam Title	Exam Number	Filing Ends	Fee	Apply	
MTB	MTA Bus Company Bus Operator	9309	06/14/2019	\$68.00	Apply	
NYT	Elevator & Escalator Mtr	9626	05/31/2019	\$88.00	Apply	
NYT	System Safety Spec Trainee	9628	05/28/2019	\$61.00	Apply	

To complete your application, you must pay the fee

[Make Payment](#)

For best results, please use Internet Explorer and a new window to apply (avoid having multiple tabs open on the same window when applying).

The exams titles listed above are currently open for application filing. You can view the Notice of Examination (NOE) and obtain detailed information (job description, salary, requirements, etc.) about a particular exam by clicking on the exam title.


Exam Types :

Open Competitive: These exams are open to anyone who meets the minimum qualification requirements, if any, as stated in the Notice of Examination.

Promotion/Reclassification: Only open to employees of the Agency for the posted exam title.

To apply online, employees must log on to the [BSC Employee Portal](#)

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

 [Privacy](#) [Customer Service](#)

CHASE

Make a Payment – Exam Application Fee

Bold fields with * are required.

PAYMENT INFORMATION




Authority*: MTB
Exam Number*: 9309
Exam Title*: MTA Bus Company Bus Operator
Filing Date*: 2019-06-14

PAYMENT DETAILS

Payment Amount*: \$68.00 Payment Date: May-24-2019

PAYMENT METHOD

New Account*:
 Credit/Debit Card

Card Number*:

[Continue](#) [Cancel](#)

Release 18.0_286 © 2002 - 2019 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

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

NEW ACCOUNT:
 Credit/Debit Card
VISA MasterCard DISCOVER
Card Number*: XXXXXXXXXXXXXXX1111

CARD ACCOUNT INFORMATION

Cardholder Name*: Nick Test

Expiration Date*: 09 / 2022

Card Billing Information*:
Country*: United States
Address 1*: 180 Livingston
Address 2*:
Address 3*:
City*: Brooklyn
State*: New York
Zip Code*: 11201 -

CONTACT INFORMATION

First Name*: Nick
Last Name*: Test

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

Verify Payment - Exam Application Fee

Bold fields with * are required.

Please verify your payment information. Then, choose **Confirm**.

Your Payment Detail

Payment Amount: **\$68.00**
Scheduled Payment Date: **May-24-2019**
Amount Due: **\$68.00**
Authority: **MTB**
Exam Number: **9309**
Exam Title: **MTA Bus Company Bus Operator**
Filing Date: **2019-06-14**

Your Account Detail

Cardholder Name*: **Nick Test**
Credit Card or Debit Card Number: **XXXXXXXXXXXX1111**
Credit Card or Debit Card Type: **Visa Credit**

Your Credit/Debit Card Billing Information

Billing Street Address 1*: **180 Livingston**
Billing Street Address 2:
Billing Street Address 3:
Billing City*: **Brooklyn**
Billing State*: **NY**
Billing Zip Code*: **11201**
Billing Country*: **United States**

E-mail Address*: nicklest@nmail.com

Send me an email confirmation:

3 digit code on the signature strip of your credit/debit card*: [input] ?

Confirm **Cancel**

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.