



## **Emory University - Bill Pay Instructions**

Your student account is in the Emory University OPUS system. This is a different system from your application. You can view your student account in OPUS and make a payment online, by mail or wire the payment. Instructions for each option are listed below. If you have any questions, please email [ois@emory.edu](mailto:ois@emory.edu).

**\*\* Emory has an additional level of security, DUO Security.**

**When you access your OPUS and Emory email for the first time, you will need to enroll in DUO.**

**Click here for more information about how to enroll in DUO Security:**

**[http://it.emory.edu/security/services/two\\_factor/walkthrough.html](http://it.emory.edu/security/services/two_factor/walkthrough.html)**

**Emory University does NOT accept credit cards.**

### **Online:**

- Set up your Emory NetID and password – log on to <https://secure.web.emory.edu/it/acm/getpassword.cfm>.
- Use your birthday and Social Security Number. If you did not report your Social Security Number or are having difficulty using this retrieval method, please click here, <https://secure.web.emory.edu/it/acm/getpassword2.cfm> to use your birthday and home email address. (The home email address is the email that you used to access your application.)
- For help, call University Technology Services (UTS) help desk at 404-727-7777; our office does not have access to this information for security reasons.
- Log on to OPUS [www.opus.emory.edu](http://www.opus.emory.edu) using the NetID and password that you just retrieved.
- If presented with an “Emergency Alert Notification” page, review and make any updates to this page and click on the checkbox to acknowledge it was reviewed. Then click the <<Save>> pushbutton.
- You will be required to add, update, or validate your “Emergency Contacts”. ***This must be completed.*** (This information is used in the event of an emergency on the Emory campus while you are here.)
- Click SAVE - This should take you to the Student Center.
- Scroll until you see “Finances”.
- Look for “My Account”.
- Underneath that is “Payment Options”.
- Click on this to pay the balance online using your bank account.

### **By Wire: (Caution: This method and Western Union may take up to a week to be received.)**

Log into your OPUS student account, [www.opus.emory.edu](http://www.opus.emory.edu). (If you have not retrieved your NetID and password, please see the directions above.)

When you get to your OPUS Student Center:

- Scroll down until you see “Finances”.
- In this section you will see “Other Account” dropdown list. Click on this
- Choose “Payment Wire Transfer”. Follow the instructions in OPUS on how to pay by wire transfer.

**Please include student's name and student ID Number on the wire transfer:** The 7 digit student ID# can be found on the OPUS account at the top. It helps Emory credit the payment correctly and timely to your student account.

**By Mail:** If you prefer to mail the balance in the form of a check or money order, make it payable to Emory University. Mail the check to:

Emory University  
Student Financial Services  
101 Boisfeuillet Jones Center  
Atlanta, GA 30322

**Please print the student's name and student ID# on the check's memo line.** The 7 digit student ID# can be found in the OPUS account.