



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.

**** 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

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 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. (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.

Bill Pay

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Online:

- Set up Emory NetID and password – log on to <https://secure.web.emory.edu/it/acm/getpassword2.cfm>.
- Use your birthday and home email address (home email address is the email that you use 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.
- Log on to OPUS 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.
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Log into your OPUS student account. (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". Below is the information you will need for the wire transfer.

Payment information:

Bank name, address, swift code:

Wells Fargo Bank, N.A.
360 Interstate N. Parkway
Atlanta, GA 30339
Swift Code: WFBIUS6S

Routing Number: 121000248

For Credit to: Emory University, Account Number 2000130212986

Please include on the wire transfer: Student's Name and Student ID Number (this can be found on the OPUS account at the top. It is a 7 digit number). Please be sure that the wire includes this information. It helps Emory credit the payment correctly to your student account.