



### **Emory University Pre-College Program - 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, wire the payment or by mail. Instructions for each option are listed below. If you have any questions, please email [precollege@emory.edu](mailto:precollege@emory.edu).

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

**When you access your OPUS account 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.**

- 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 in 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 check box to acknowledge it was reviewed. Then click the <<Save>> push button.
- 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”.
- Choose your payment option here and follow the instructions in OPUS. (The instructions are **ONLY** in OPUS. They are not accessible any other way.)

**By Mail:** If you prefer to mail the balance in the form of a check, make your check or money order payable to Emory Pre-College Program. 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 student ID# is a 7 digit number that can be found in OPUS. If you don’t know it, please put the student’s date of birth and full legal name.

**Wire Transfer:** If you choose this method, it can take up to a week to get processed in the Emory University financials system. **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.

**ALL PRE-COLLEGE PROGRAM TUITION, HOUSING, AND FEES MUST BE PAID IN FULL BY June 1, 2017 to avoid late fees and interest charges.**