



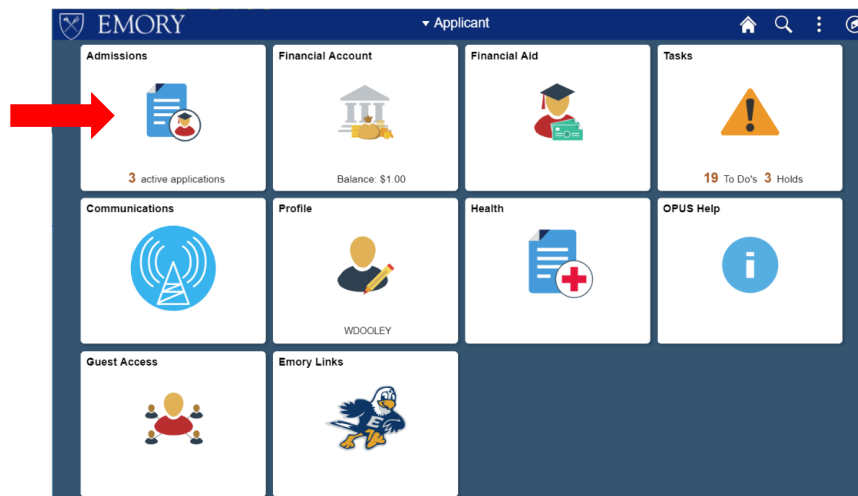
## Deposit Payment Instructions

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 pay your deposit online, wire the payment or by mail. *We are streamlining the deposit process and online deposits are the preferred method of payment.*

Instructions for each option are listed below. If you have any questions, please email [precollege@emory.edu](mailto:precollege@emory.edu).

For help accessing your OPUS account, call University Technology Services (UTS) help desk at 404-727-7777; our office does not have access to this information for security reasons.

- Retrieve your Emory NetID and password:  
click on <https://secure.web.emory.edu/it/acm/getpassword2.cfm>
  - Birthdate – You must fill this in with Month/Day/Year as indicated in the example.
  - Social Security Number – If you entered your Social Security Number in your application, you **must** enter it here. (You can skip the Home Email Address field.)
    - If you do not have a Social Security Number or did not enter it on your application, use the next validation: Home Email Address.
    - Note: If you are using your SSN and it is not working, please call our office. There may be an issue with the number and we cannot handle it via email.
  - Home Email Address – This is the email you use to log in to your application.
  
- Log in to [OPUS](#) using the NetID and password that you just retrieved. (please review the screenshots below once you are logged in to OPUS)
  - Click on the “Admissions” tile on your home page



- Click on “Pay Admission Deposit”

The screenshot shows the 'Application Status' page for Emory University. The header includes 'Select a Value' and 'Application Status'. The main content area displays application details: Application Date (03/18/2004), Application Number (00127125), and Academic Plan (Nursing). The status is 'Incomplete Application'. A red arrow points to a green button labeled 'Pay Admissions Deposit'.

- Select your method of payment (check or savings bank account, credit card, or wire transfer)
- Click “Continue”

The screenshot shows the 'Emory University - Pay Your Admission Deposit On-Line!' page. The user's name is 'ClaireTest Dooley'. The page prompts the user to 'Please select the payment method to complete your Admission Deposit.' A dropdown menu for '\*Payment Method' is open, showing options: 'Check or Savings Bank Account', 'Check or Savings Bank Account', 'Credit Card', and 'Wire Transfer'. A note states: '\*A convenience fee of 3% will be added to the total of the deposit for Credit card payments.' Below the dropdown, there is a warning: 'Please make sure you allow pop-ups if you are paying by credit card. Once you have completed your transaction please allow up to 24 hours for your account to be updated in OPUS.' At the bottom, there are two buttons: 'Continue' and 'Return To Status Page'.

- Enter the checking/savings or credit card holder information in the Payee Information section. Enter the card holder’s mailing address and billing address associated with your payment method.

The screenshot shows the 'Payment' page on Emory University's website. The page is divided into several sections: 'Payee Information', 'Address Information', and 'Billing Address Information'. The 'Payee Information' section includes fields for First Name, Last Name, Phone, Email ID (pre-filled with 'name@domain.com'), and Refnum (0022365008780447). The 'Address Information' section includes fields for Street, City, State (a dropdown menu), and Zip (Postal) Code. The 'Billing Address Information' section has a checkbox for 'Same as Above' and fields for Street, City, State (a dropdown menu), and Zip (Postal) Code. The page also features the Emory University logo and name in the top left and right corners.

- If credit card is your payment method, enter your credit/debit card information and click “Submit”.

Payment Information Main Content

Payment Amount: 5.00

Payment Method: CREDIT/DEBIT Accepted Cards (VISA, MasterCard, Discover)

Card Number:

Expiry Date:  MMYY

CVV:

**Transaction Summary**

Amount Due	\$5.00
Convenience Fee	\$0.15
<b>Total Amount Due</b>	<b>\$5.15</b>

A convenience fee of 3.0 % will be charge by a third party processor for this transaction.

[Submit](#)

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- Review the payment amount and click “Continue to Secure Payment Form”. Note: you will be charged a 3% convenience fee

Emory University - Pay Your Admission Deposit On-Line!

ClaireTest Dooley

**Review the amount(s) that make up your deposit. Total Deposit Amount includes 3% convenience fee.**

Tuition Deposit CC	5.00
Credit Card Convenience Amount	0.15
<b>Your Total Deposit Amount</b>	<b>5.15</b>

When you are ready, click the **Continue** button to submit your payment. Click the **Previous Page** button to change payment method.

[CONTINUE to Secure Payment Form](#)

[Previous Page](#)

- Wire Transfers (International Students)
  - ❖ Click “Go” to view payment instructions for payment through Western Union Business Solutions (WUBS) or wire transfer.
  - ❖ Be sure student’s full name and Emory ID are on the payment. (Emory id is the 7-digit number found on your OPUS account.)
  - ❖ Email [precollege@emory.edu](mailto:precollege@emory.edu) with a copy of the payment receipt so that we can ensure your deposit gets credited to your account. Please note: WUBS and wire transfer payments may take up to 7-10 days.

**ALL PRE-COLLEGE PROGRAM TUITION AND FEES MUST BE PAID IN FULL BY June 1<sup>st</sup> to avoid interest charges and late fees.**