



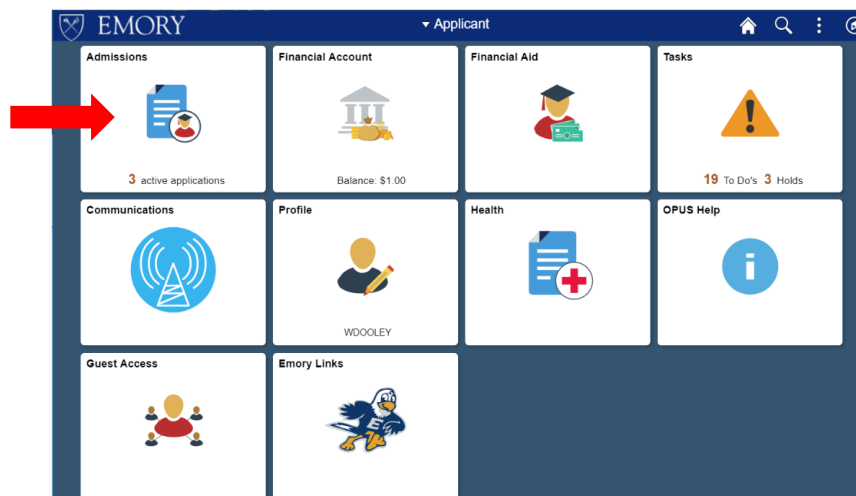
Enrollment Deposit Payment Instructions

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 enrollment deposit online or wire the payment. *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.

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>
 - Birthday – 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. At the top, it says 'Fall 2018' and 'Undergraduate Nursing Bachelor of Science in Nursing Emory University'. Below this, there's a 'Change' button. The main content area is titled 'Application' and shows 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'. Below the name, it says 'Please select the payment method to complete your Admission Deposit.' There is a dropdown menu for '*Payment Method' with the following options: 'Check or Savings Bank Account', 'Check or Savings Bank Account', 'Credit Card', and 'Wire Transfer'. Below the dropdown, it says '*A convenience fee of 3% will be added to the total of the deposit for Credit card payments.' There is also a note: '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 the Emory University website. The page has a blue header with the Emory University logo and the word 'Emory'. Below the header, there's a 'Payment' section. The first part is 'Payee Information' with fields for 'First Name', 'Last Name', 'Phone', 'Email ID' (with a placeholder 'name@domain.com'), and 'Refnum' (with a value '0022365008780447'). Below this is 'Address Information' with fields for 'Street', 'City', 'State' (with a 'select' dropdown), and 'Zip (Postal) Code'. Below that is 'Billing Address Information' with a checkbox for 'Same as Above' and fields for 'Street', 'City', 'State' (with a 'select' dropdown), and 'Zip (Postal) Code'. At the bottom, there's a partially visible 'Payment Information' section.

- 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

Card Number:

Expiry Date: MMYY

CVV:

Transaction Summary

Amount Due	\$5.00
Convenience Fee	\$0.15
Total Amount Due	\$5.15

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
Your Total Deposit Amount	5.15

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 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 1st to avoid interest charges and late fees.