# 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
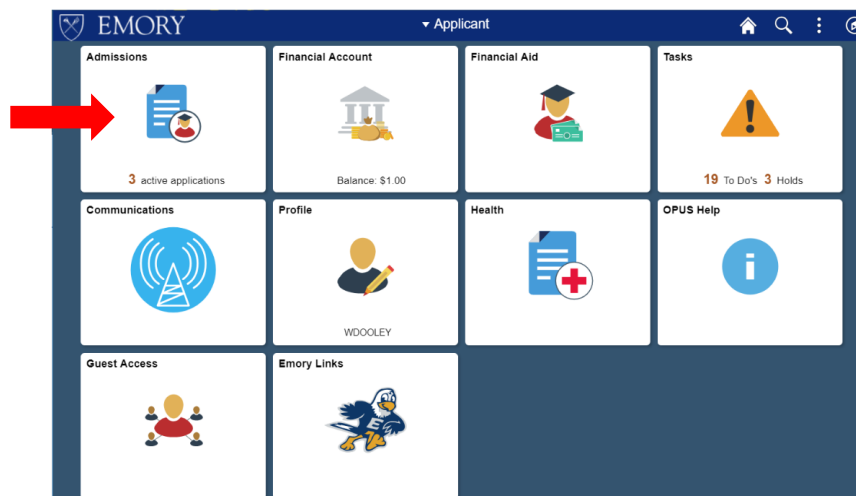
o Click on "Pay Admission Deposit"

o Select your method of payment (check or savings bank account, credit card, or wire transfer)
o Click "Continue"

o 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.*

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

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

- o 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. If you apply after June 1, your tuition and fees must be paid in full within five business days after notification of enrollment.