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.

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](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](https://secure.web.emory.edu/it/acm/getpassword2.cfm) 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”

![Image of Pay Admission Deposit button]

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

![Image of Payment screen]

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

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

- 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.**