



Emory University- 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 ois@emory.edu.

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

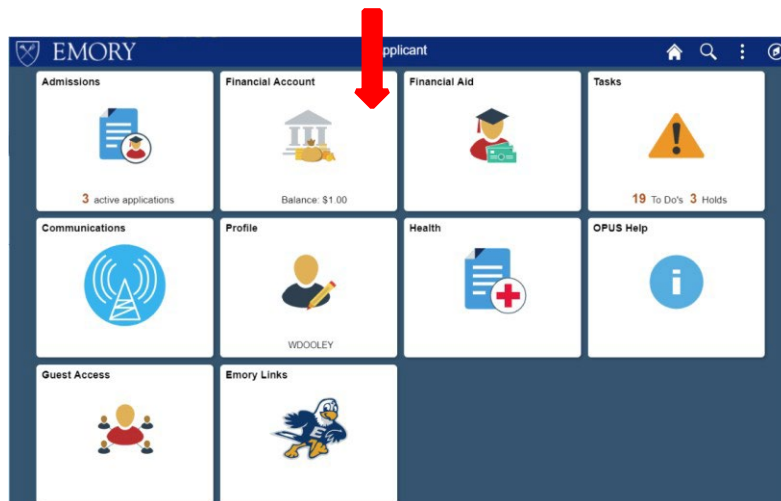
When you access your OPUS account and Emory email for the first time, you will need to enroll in DUO. Click here for more information about how to enroll in DUO Security:

http://it.emory.edu/security/services/two_factor/walkthrough.html

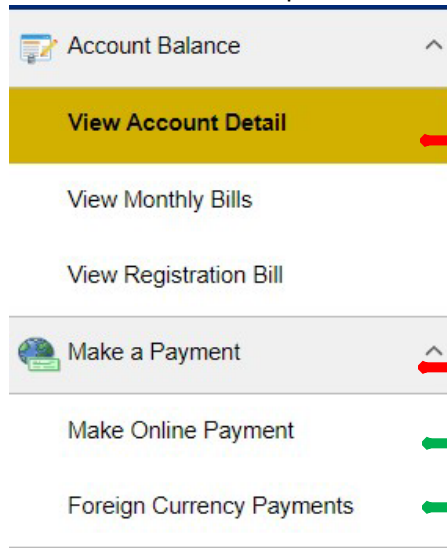
Emory University does NOT accept credit cards.

For help accessing your OPUS account, call University Technology Services (UTS) help desk at 404-7277777; our office does not have access to this information for security reasons.

- Retrieve your Emory NetID and setup your password
- [Click here](#) to use your birthday and Social Security Number
- [Click here](#) to use your birthday and email address that you use to access your application (Use this option if you did not provide your Social Security Number in 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.)
- 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 on the “Financial Account” tile on your home page.



- To view your balance or make a payment **using your bank account or wire transfer**, select from the list of options on the left of your screen.



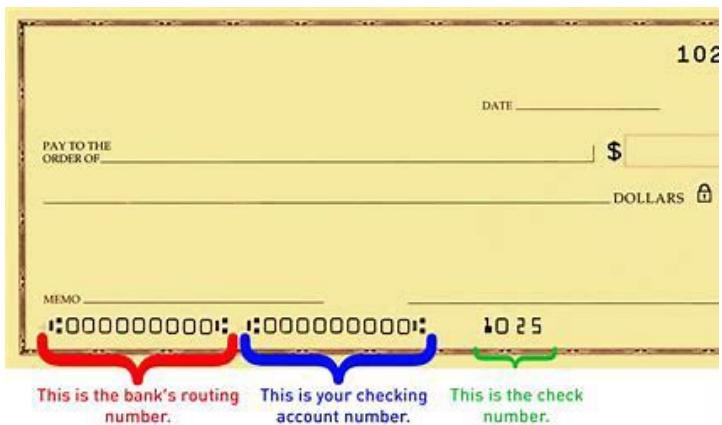
Select to view account details

Select to view the payment options and make payment

Select this option to pay by banking account

Select this option to pay by international wire transfer

- Make Online Payments
 - ACH via **checking or savings accounts**
 - Ensure that you enter the correct information
 - Do not use checks associated with a line of credit
 - Do not enter debit card numbers
 - Any errors in the information will result in a payment reversal and a \$25 Service Fee will be posted to the student’s account



- Foreign Currency Payments/International Wires
 - Review the information carefully regarding international wires
 - Do not make a deposit at any Wells Fargo branch as this type of payment cannot be identified and will not post to the student’s account.
 - Ensure the student’s name and student id is referenced on the payment. (The student ID# is a 7-digit number that can be found in OPUS.)
 - Email a copy of the payment receipt to oisps@emory.edu
 - **NOTE: Wire transfers can take up to a week to get processed in Emory University’s financial system.**

- Mail Check
 - Make your check or money order *payable to Emory University*.
 - Print the student's name and student's ID on the 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.)
 - Mail the check to:
 - Emory University
 - Student Financial Services
 - 101 Boisfeuillet Jones Center
 - Atlanta, GA, 30322

TUITION AND FEES MUST BE PAID IN FULL BY the dates below to avoid late fees and interest charges.

Summer School Session 1 – due May 8
Summer School Session 2 – due June 20