

How to Submit Your Acceptance Deposit

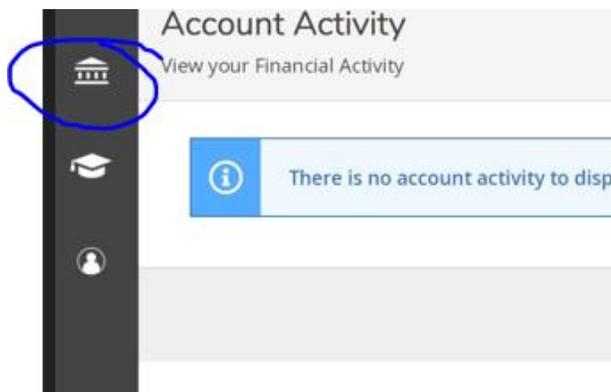
You applied and were accepted, now it's time to make it official! To join #GriffinNation, your first step is to submit a deposit to hold your place in the Ed.D/ABD program. Acceptance deposits are paid online through GMercyU's Student Self-Service Portal. Just follow these step-by-step instructions.

1. Sign in to your Self-Service account. You should have received your username and password in an email from noreply@gmercyu.edu a few days after you were accepted. Can't find it in your inbox, junk, or spam folder? Please reach out to the Bursar's Office at studentbilling@gmercyu.edu.

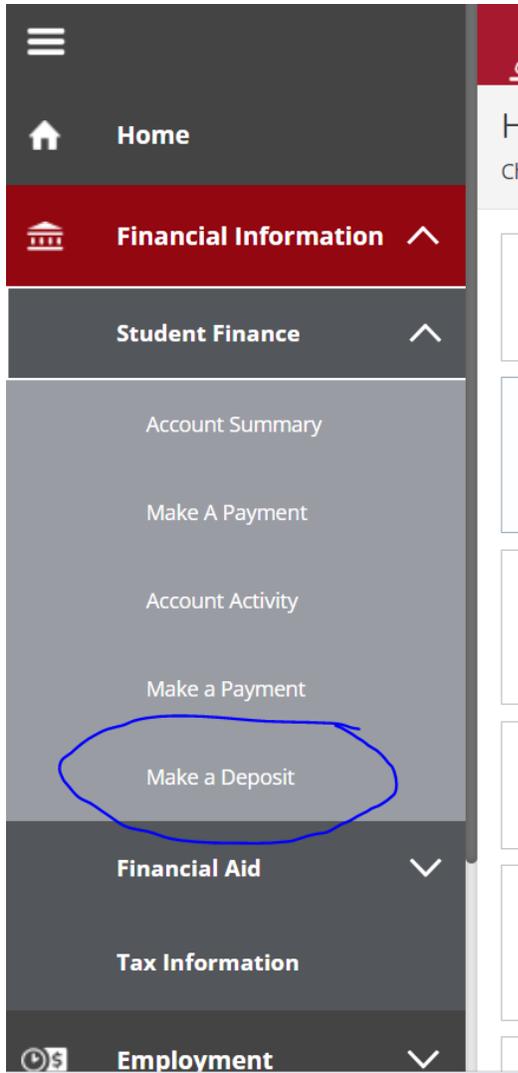
2. You can access Self-Service at <https://myss.gmercyu.edu/Student>. Please note that this is the only way that new students can access the Self-Service portal—you cannot do it through the GMercyU website!

- **Once you have your username form the email you received from Admissions**, your password will beformatted as follows: MMDDITSpwd@- MMDD represents your two digit birth month and day, ITS (UPPER CASE), pwd (lower case). Please note the "@" at the end of the password. For example, if a student's birthdate is 01/01/2000, their password would be 0101ITSpwd@.
- Make sure you update your password using the instructions above. You need to change the MMDD to your **specific** two-digit birth month and day, otherwise you won't be able to log in. For example, if a student's birthday is January 1st, they will need to put 0101 before the rest of the password to access their deposit account.

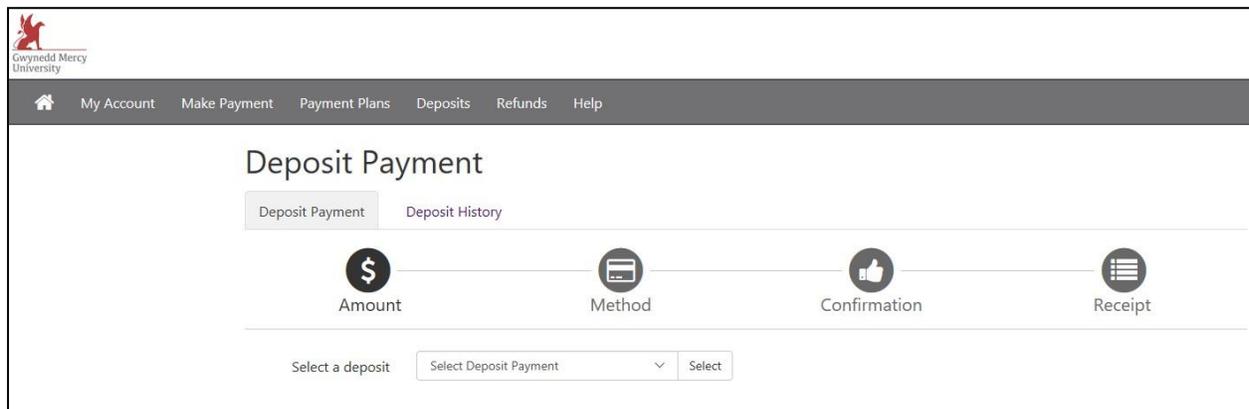
3. Once you log in to Self-Service, click on the Account Activity tab. That is where you will be able to payyour deposit online.



4. Once you select Account Activity, you want to select the Financial Information Tab, then Student Finance. After the Student Finance Tab is open all you need to do is click the “Make a Deposit” link underneath the Student Finance Tab.



After you click the link, you will be redirected to our secure payment site –TouchNet-see below:



5. On this screen, **Select a term**, click **Select**, then **Select a deposit** from the drop down menu, **EDD deposit**, then click **Select**.

The screenshot shows the 'Deposit Payment' interface. At the top is a navigation bar with links: My Account, My Profile, Make Payment, Payment Plans, Deposits, Refunds, and Help. Below this is a header with 'Deposit Payment' and 'Deposit History' tabs. A progress bar contains four steps: Amount (with a dollar sign icon), Method (with a card icon), Confirmation (with a thumbs up icon), and Receipt (with a list icon). A yellow instruction box reads: 'Select a term then deposit payment account you would like to make a payment toward'. Below this are two dropdown menus. The first is labeled 'Select a term' and has 'Spring 2023' selected, with a 'Select' button to its right. The second is labeled 'Select a deposit' and has 'EDD Deposit' selected, with a 'Select' button to its right. Four blue arrows originate from the text in step 5: one points to the 'Select' button for the term, one points to the 'Select' button for the deposit, one points to the 'EDD Deposit' dropdown menu, and one points to the 'Select' button for the deposit.

6. Once you select a deposit type, click the green **“Continue”** button to move forward.

The screenshot shows the 'EDD Deposit' summary screen. It features the same navigation bar and tabs as the previous screen. The progress bar now has the 'Method' step highlighted. The yellow instruction box is still present. Below it are the same two dropdown menus. A table displays the selected deposit details:

EDD Deposit	
Deposit name	EDD Deposit
Deposit description	Dr of Education Deposit
Term	Spring 2023
Payment amount	\$500.00

A large blue arrow points downwards from the right side of the table. At the bottom right, there are two buttons: a grey 'Cancel' button and a green 'Continue' button.

7. On the next screen, you'll be instructed to select a payment method. The deposits can be paid either by Electronic Check or Credit Card. Please note the image below does not show the correct amount as the Ed.D, Ed.D/ABD is a \$500 deposit.

Deposit Payment

Deposit Payment Deposit History

Amount Method Confirmation Receipt

Amount: \$200.00

Method: Select Method
 Electronic Check (checking/savings)
 Credit or Debit Card

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.
Debit and Credit Card - We accept the following credit and debit cards.

8. If paying by electronic check, you need to select the Account Type (Checking or Savings) and have your Routing and Bank Account Number on hand. Both of these can be found at the bottom of your check. Please see the picture on the next page if you are unsure of which number is your Routing number and which is your Bank Account number. Complete the form by adding your billing information, then click "Continue" to move to the confirmation page. Please note the Ed.D, Ed.D/ABD is a \$500 deposit. The below screenshots are to help you navigate through the process.

Your Name
 1234 Main St.
 Any Town, USA 12345 Date _____ 1234

Pay To The Order Of _____ \$ _____ DOLLARS

Your Bank Name
 Address of Your Bank
 Any Town, USA 12345

For _____

⑆ 123456789 ⑆ ⑆ 000123456789 ⑆ 1234

Routing Number **Account Number** **Check Number**
DO NOT USE

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.

DO NOT enter your debit card number.

Amount: \$200.00

Method: Credit or Debit Card

Account Information

* Indicates required fields

*Card account number: xxxxxxxxxxxx8704

*Name on card: Merv Griffin

*Card expiration date: 01 2021

*Card Verification Value: 123

Cardholder Billing Information

*Country: UNITED STATES

*Billing address: 1325 Sumneytown Pike

Billing address line two:

*City: Gwynedd Valley

*State: Pennsylvania (PA)

* Postal Code: 19437

Option to Save

Save this payment method for future use

Save payment method as: (example My CreditCard)

Back Cancel Continue

Amount: \$200.00

Method: Electronic Check (checking/savings)

Account Information

* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Checking

*Routing number: (Example) 123456789

*Bank account number: 000123456789

Billing Information

*Name on account: Merv Griffin

*Billing address: 1325 Sumneytown Pike

Billing address line two:

*City: Gwynedd Valley

*State: Pennsylvania (PA)

*Postal Code: 19437

Option to Save

Save this payment method for future use

Save payment method as: (example My Checking)

Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to Security Settings in My Profile to enroll.

Back Cancel Continue

9. If paying by credit card, put in the card number, then click the green “Continue” button. On the nextpage, you’ll be asked to provide additional information about the card as well as your billing address. When you finish adding this information, click “Continue” to move to the confirmation page. **Please note the Ed.D, Ed.D/ABD is a \$500 deposit.** The below screenshots are to help you navigate.

Amount: \$200.00

Method: Credit or Debit Card

Account Information

* Indicates required fields

*Card number: 6000000000000000

Back Cancel **Continue**

Electronic Check - Payments can be made from a personal checking or savings account.

Debit and Credit Card - We accept the following credit and debit cards.

VISA MASTERCARD AMERICAN EXPRESS DISCOVER DCCard Discover

10. You're almost done. The last thing you need to do is review your payment information and click the **"Submit"** button at the bottom of the screen. Please note that a confirmation email will automatically be sent to your personal email account we have on file for you. Please make sure to check your junk or spam folders.

Deposit Payment

Deposit Payment Deposit History

Amount Method Confirmation Receipt

Please review the transaction details, then submit your payment.

Payment Information

Payment Amount: \$200.00

Business Correspondence Address

GWYNEDD MERCY UNIVERSITY
1325 SUMNEYTOWN PIKE
GWYNEDD VALLEY, PA 19437
USA

Selected Payment Method

VISA
Account: xxxxxxxxxxxx6035 Exp: 06 / 21
Billing Address: Merv Griffin, 1325 Sumneytown Pike, Gwynedd Valley, PA 19335, UNITED STATES
Change Payment Method

Confirmation Email

Primary: merv.griffin@gmail.com

Back Cancel **Submit Payment**

11. Now, it's official! Take some time to celebrate and soak in the moment. If you have any questions or concerns, please reach out to studentbilling@gmercyu.edu. Welcome to the GMercyU Family!