

How to Submit Your Acceptance Deposit

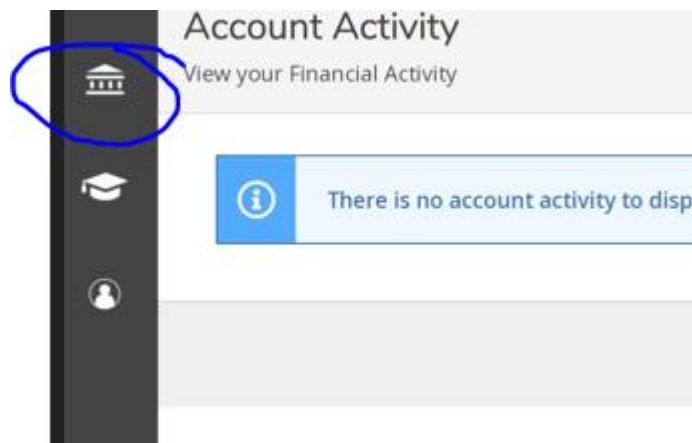
You applied and were accepted, now it's time to make it official! To join #GriffinNation, your first step is to submit a deposit(s) to hold your place in the DEMSN program. Acceptance deposits are paid online through GMercyU's Student Self-Service Portal. Just follow these step-by-step instructions.

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? Can't find it in your inbox, junk, or spam folder? Please reach out to the Bursar's Office at studentbilling@gmercyu.edu.

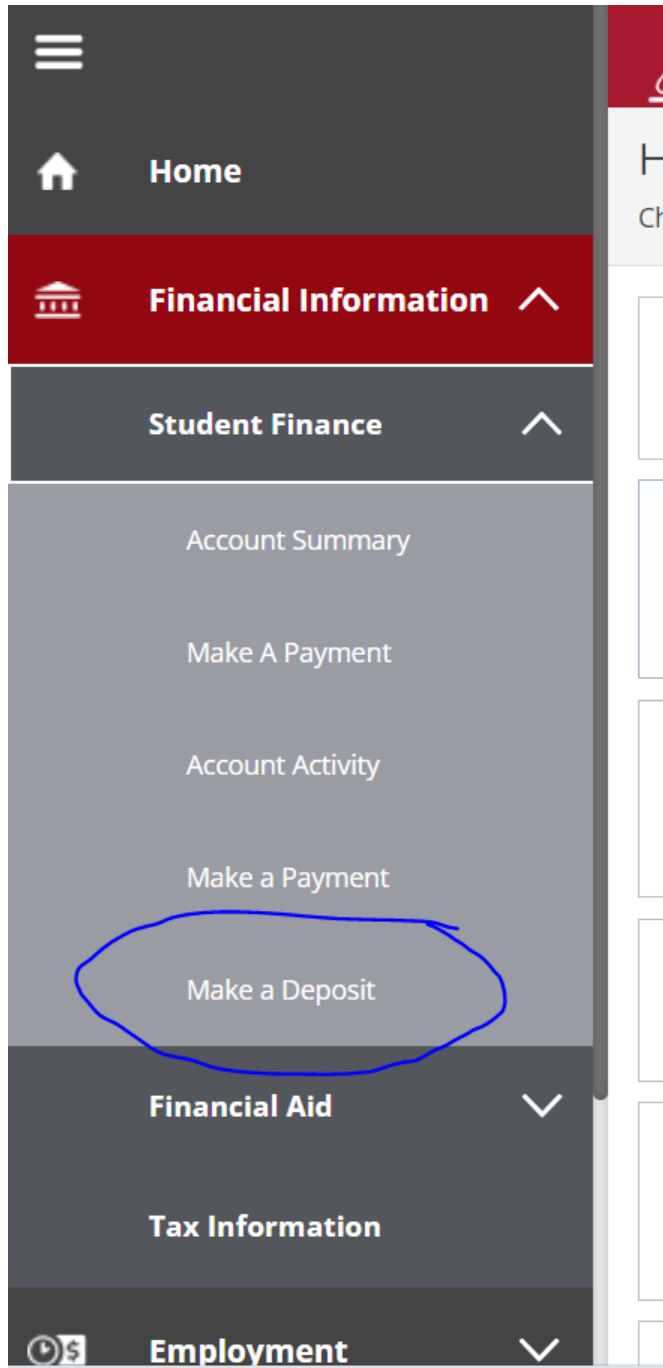
2. You can access Self-Service at <https://myss.gmercyu.edu/Student>. Please note that this is the only way that new students can access the Self-Service portal—you cannot do it through the GMercyU website!

- **Once you have your username from the email you received from Admissions**, your password will be formatted 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 pay your 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.



5. Please click on the "Deposits" link at the top of the screen on the gray tool bar:

*Make sure you are under the "Deposits" tab and not the "Make Payment" tab



The screenshot shows the top navigation bar of the GMercyU portal. The 'Deposits' link is circled in blue. Other links include 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The user is logged in as 'Audrey Anne Kristensen'.

Currently there is no activity on your account Student Account.

Announcement

Welcome to GMercyU!

Use the **DEPOSIT** link now to become a Griffin.

All populations can use **MAKE A PAYMENT** to make a payment with an online check (no fee) or credit card (2.85% fee).

Refunds- You can set up how you will receive your electronic refund instead of a paper check.

Any questions you can contact the Bursar's office at Studentbilling@gmercycu.edu
Non-Term students can email at NonTermBursar@gmercycu.edu (formally known as GPS Students)

Please be aware that the Bursar and Campbell Solution Center are still working remotely.

Questions regarding your Tuition Payment Plan? Please contact the Payment Plan Support Team at 1-833-269-3675

Student Account ID: xxx7332

Student Account There is no activity on this account at this time.

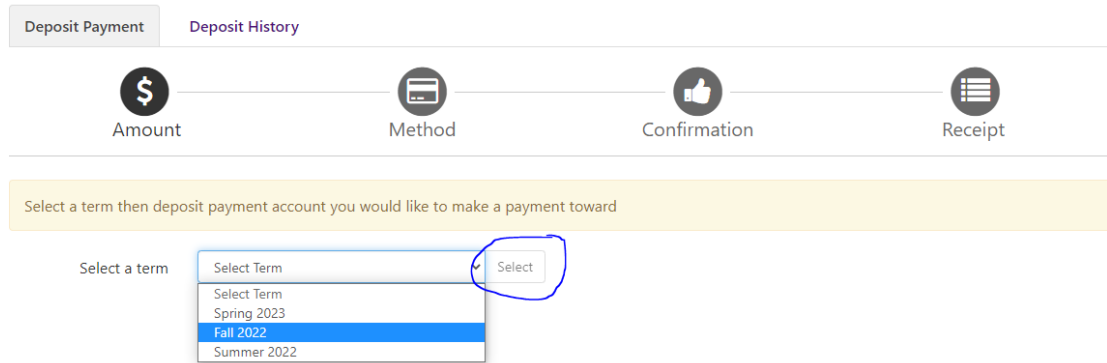
[View Activity](#) [Make Payment](#)

My Profile Setup

- Authorized Users
- Personal Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds

6. Next, choose the Fall 2022 semester and click on the "Select" button:

Deposit Payment



The screenshot shows the 'Deposit Payment' section. The 'Deposit Payment' tab is selected. Below the tabs are four icons: Amount, Method, Confirmation, and Receipt. A yellow banner prompts the user to 'Select a term then deposit payment account you would like to make a payment toward'. A dropdown menu is open under 'Select a term', showing options: 'Select Term', 'Spring 2023', 'Fall 2022' (highlighted), and 'Summer 2022'. A 'Select' button is circled in blue next to the dropdown.

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term

- Select Term
- Spring 2023
- Fall 2022
- Summer 2022

Select

7. Next choose "Direct Entry Masters in Nursing" and hit select:

Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term:

Select a deposit:

- Select Deposit Payment
- Acceptance Deposit
- Direct Entry Masters in Nursing**
- Housing Deposit
- Housing Returning Dep
- Master's Deposit

8. On the next the screen please click the continue button to the next screen:

Deposit Payment

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term:

Select a deposit:

Direct Entry Masters in Nursing	
Deposit name	Direct Entry Masters in Nursing
Deposit description	Direct Entry Masters in Nursing Deposit
Term	Fall 2022
Payment amount	\$500.00

9. Then the next screen you will choose your payment method. The deposits can be paid either by Electronic Check or Credit Card.

Deposit Payment

Deposit Payment | Deposit History

Amount: \$500

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.
VISA | Mastercard | AMERICAN EXPRESS | DISCOVER | BCard | Discover Card

10. 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. Complete the form by adding your billing information, then click "Continue" to move to the confirmation page.

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
Method
Confirmation
Receipt

Amount: \$500

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 Summeytown 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:

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

12. If paying by credit card, put in the card number, then click the green “Continue” button. On the next page, 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.

Amount
Method
Confirmation
Receipt

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.

\$ ————— Method ————— Confirmation ————— Receipt

Amount \$500

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
(View example)

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**

13. 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 for it (and forward it to your parents if necessary)!

Deposit Payment

Deposit Payment

Deposit History



Amount



Method



Confirmation



Receipt

Please review the transaction details, then submit your payment.

Payment Information

Payment Amount **\$500**

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](#)

Business Correspondence Address

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

Confirmation Email

Primary merv.griffin@gmail.com



[Back](#)

[Cancel](#)

[Submit Payment](#)

14. 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!