

How to Submit Your Acceptance Deposit

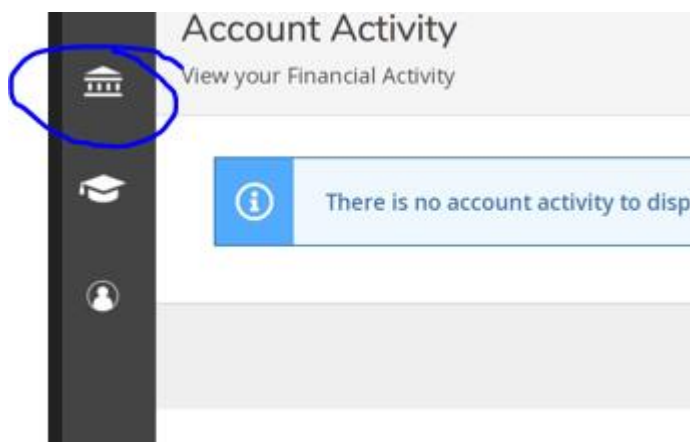
You applied and were accepted, now it's time to make it official! To join #GriffinNation, your first step is to submit a \$500 deposit to hold your place in the DEMSN program. Acceptance deposits are paid online through GMercyU's Student Self-Service Portal. Just follow these step-by-step instructions.

1. Sign in to your Self-Service account. You should have received your username and password in an email from noreply@gmercyu.edu. Please know, after you have received your acceptance letter this email can take up to a few days to a week to receive your username and password. If you can't find it in your inbox after this time frame, please check your junk, and/or spam folder. If you still cannot find it, please reach out to the Admission's Office at admissions@gmercyu.edu.

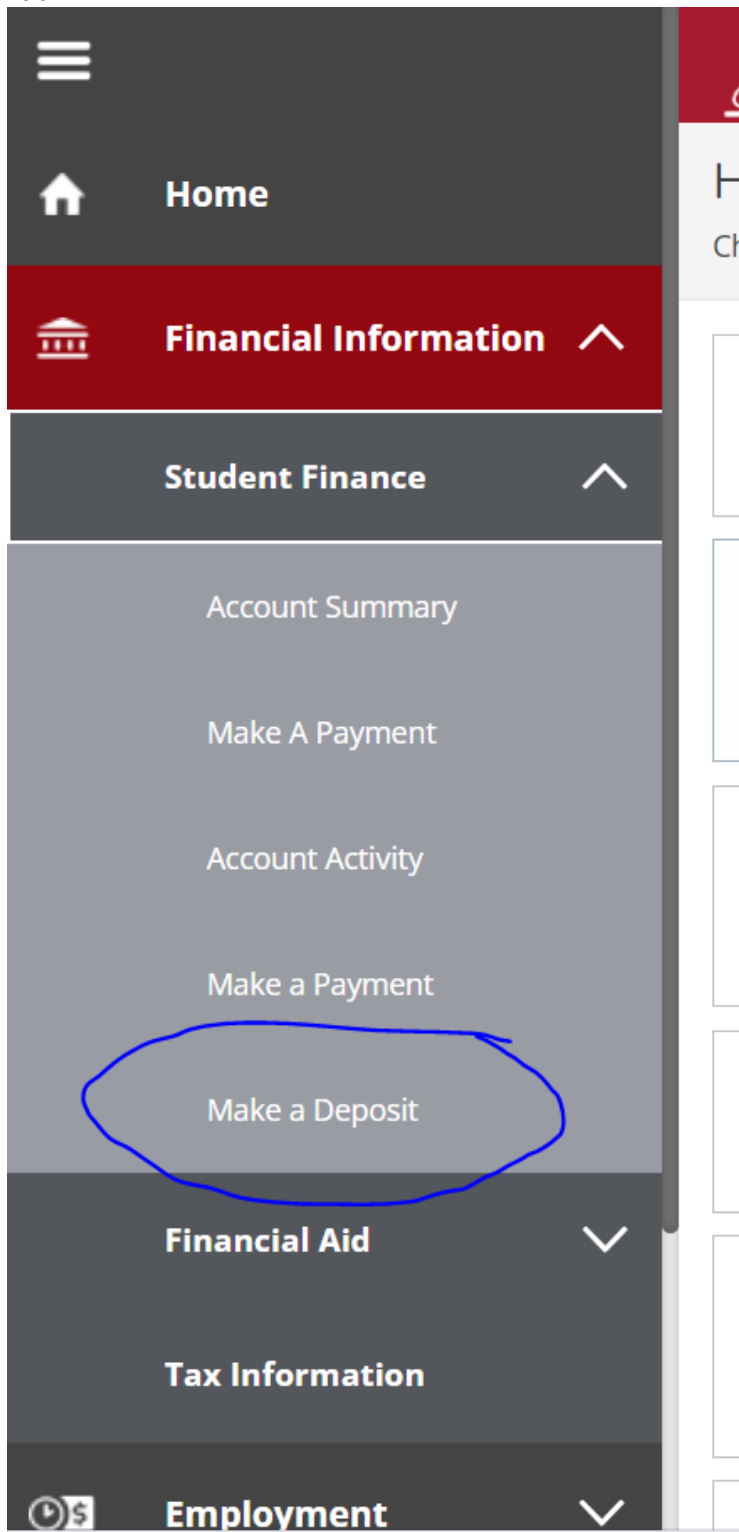
2. You can access Self-Service at <https://myss.gmercyu.edu/Student>. Please note that this is the only way that new students can access the Self-Service portal—you cannot do it through the GMercyU website.

- **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 toaccess 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, click the “Make a Deposit” link underneath the Student Finance Tab.



5. After you click the “Make a Deposit” link, you will be redirected to our secure payment site—TouchNet. You may or may not be asked to reenter your password. Please use the drop-down arrow to click on the semester in which you were accepted to start, then 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 Term
- Fall 2025
- Summer 2025
- Spring 2025**
- Fall 2024
- Summer 2024

6. Click on the “Direct Entry Masters in Nursing Option”. Then 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
- Doctorate of Education
- Accelerated or Weekend Nursing
- Direct Entry Masters in Nursing**
- Doctorate of Nursing Practice
- Housing
- Housing Returning
- Jamaica Service Trip Deposit
- Master of Occupational Therapy
- Master's Deposit
- MSSLP Deposit
- Study Abroad- Ireland Deposit
- Undergraduate Acceptance Deposit

7. Once the Term and Deposit are selected, please hit the green “Continue” button at the bottom of the 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 Spring 2025 Select Select a deposit Direct Entry Masters in Nursing Select

Direct Entry Masters in Nursing	
Deposit name	Direct Entry Masters in Nursing
Deposit description	Direct Entry Masters in Nursing Deposit
Term	Spring 2025
Payment amount	\$500.00

Cancel Continue

8. Select your payment method, and click the green “Continue” button at the bottom of the screen.

Deposit Payment

Deposit Payment Deposit History

Amount Method Confirmation Receipt

Amount: \$500.00

Method:*

Select Method
Select Method
Credit Card
Credit or Debit Card
Other Payment Methods
Electronic Check (checking/savings)

Electronic Check - Payment to your account.
Debit and Credit Card - We accept the following credit and debit cards.

* Indicates required information

Back Cancel Continue

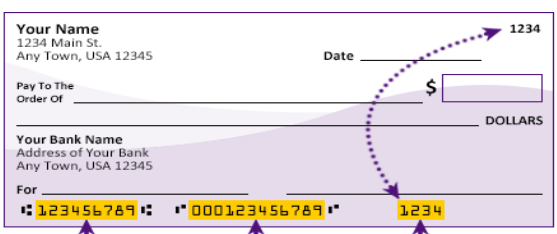
VISA MasterCard AMERICAN EXPRESS DISCOVER BCard Discover

If you pay with a **credit or debit card**,

- Please enter your card number and click on the green continue button.
- On the next page, you'll be asked to provide the card expiration and CVV code, as well as your billing address. When you finish adding this information, click "Continue" to move to the confirmation page.

If you plan to pay with an **electronic check** (same as a regular check, you just need to enter your routing and account number into the system).

- If you are not sure where to find your routing and account information, please see the screenshot below that shows you where the routing and account numbers can be found on your personal check
 - If you do not have a check on hand, you can get this information from your bank
- Enter all the required information and click "Continue" to move to the confirmation page.



The screenshot shows a check form with the following fields: "Your Name" (1234 Main St., Any Town, USA 12345), "Date" (with "1234" written above it), "Pay To The Order Of" (with a "\$" symbol and a box for the amount), "Your Bank Name" (Address of Your Bank, Any Town, USA 12345), and "For" (with "1,234" written above it). Below the "For" field, there are three boxes: "123456789" (labeled "Routing Number"), "000123456789" (labeled "Account Number"), and "1234" (labeled "Check Number DO NOT USE"). A dashed arrow points from the "1234" in the "Date" field to the "1234" in the "Check Number" field.

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.

Review your information and the final step is to hit the green "Submit Payment" button.

- 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 if you do not see it come through.

**Now, it's official! Take some time to celebrate and soak in the moment.
Welcome to the GMercyU Family!**