

## How to Submit Your Master's Deposit

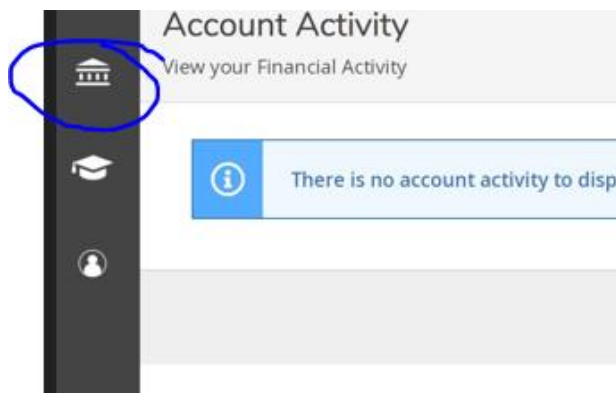
You applied and were accepted, now it's time to make it official! To join #GriffinNation, your first step is to submit a deposit(s) to hold your place in your Graduate or Certification program. Master's deposits are paid online through GMercyU's Student Self-Service Portal. Just follow these step-by-step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

1. Sign in to your Self-Service account. You should have received your username and password in an email from [noreply@gmercyu.edu](mailto: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 your Enrollment Representative to troubleshoot.

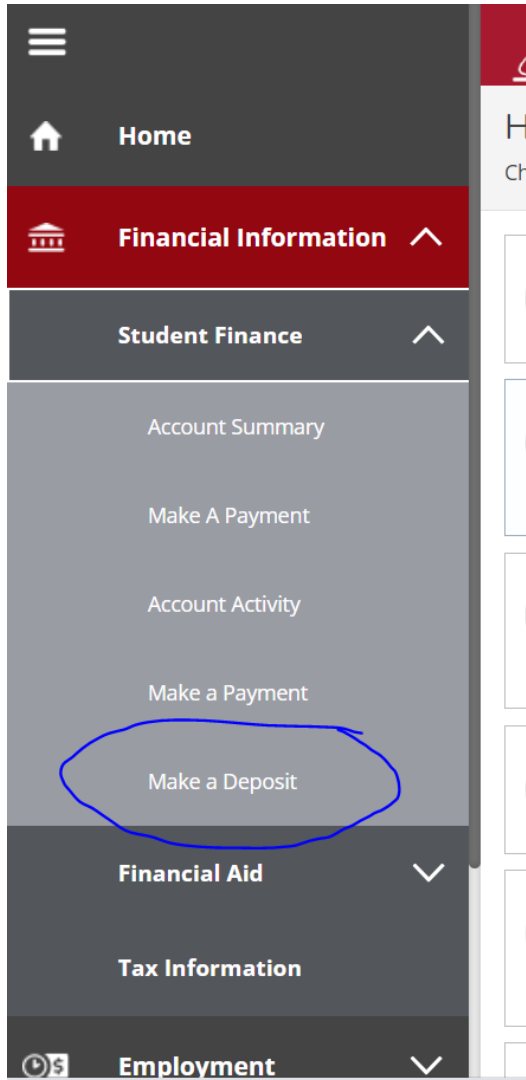
2. You can access Self-Service at <https://myss.gmercyu.edu/Student>. Please note that this is the only way that new students can access the Self-Service portal—you cannot do it through the GMercyU website!

- **Once you have your username from the email you received from [noreply@gmercyu.edu](mailto:noreply@gmercyu.edu)**, 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.

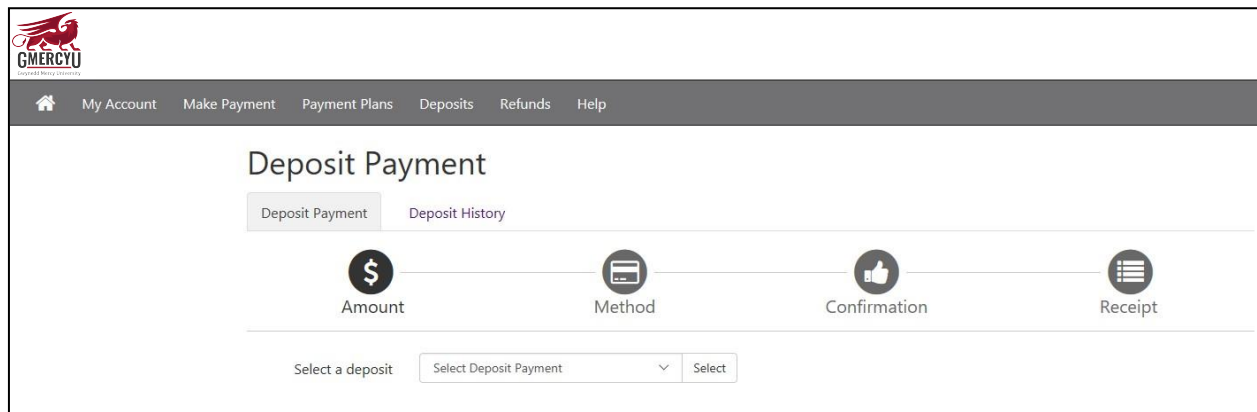
3. Once you log in to Self-Service, click on the Account Activity tab. That is where you will be able to pay your deposit online.



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.



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, **Master's Deposit**, then click **Select**.

The screenshot shows the 'Deposit Payment' screen with a progress bar at the top containing four steps: Amount, Method, Confirmation, and Receipt. Below the progress bar is a yellow instruction box: 'Select a term then deposit payment account you would like to make a payment toward'. Underneath, there are two dropdown menus. The first is labeled 'Select a term' and has 'Fall 2023' selected. The second is labeled 'Select a deposit' and has a dropdown menu open showing several options, with 'Master's Deposit' highlighted in blue. A 'Select' button is to the right of the second dropdown.

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

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, the Master's Deposit is a \$100 deposit.**

The screenshot shows the 'Deposit Payment' screen with the progress bar. The 'Amount' field is now populated with '\$200.00'. The 'Method' dropdown menu is open, showing three options: 'Select Method', 'Electronic Check (checking/savings)', and 'Credit or Debit Card'. At the bottom right, there are three buttons: 'Back', 'Cancel', and a green 'Continue' button. A blue arrow points down to the 'Continue' button, and a red arrow points down to the 'Continue' button. Below the form, there is a section for 'Electronic Check' and 'Debit and Credit Card' with logos for VISA, Mastercard, American Express, Discover, BCard, and DiscoverCard.

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 Master’s Deposit is a \$100 deposit.** The below screenshots are to help you navigate through the process.

The image shows a check form with the following fields and annotations:

- Your Name:** 1234 Main St., Any Town, USA 12345
- Date:** \_\_\_\_\_
- Pay To The Order Of:** \_\_\_\_\_
- Amount:** \$ \_\_\_\_\_ DOLLARS
- Your Bank Name:** Address of Your Bank, Any Town, USA 12345
- For:** \_\_\_\_\_
- Routing Number:** 123456789 (indicated by a yellow box and an arrow pointing to the first nine digits of the MICR line)
- Account Number:** 000123456789 (indicated by a yellow box and an arrow pointing to the digits between the routing and check numbers)
- Check Number:** 1234 (indicated by a yellow box and an arrow pointing to the last three digits of the MICR line)
- DO NOT USE** (written below the check number box)

A dashed purple arrow points from the check number '1234' in the top right corner to the check number '1234' in the MICR line.

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 Master’s Deposit is a \$100 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 DCard 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

**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

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 your Enrollment Representative or the Bursar's Office at [nontermbursar@gmercyu.edu](mailto:nontermbursar@gmercyu.edu). Welcome to the GMercyU Family!