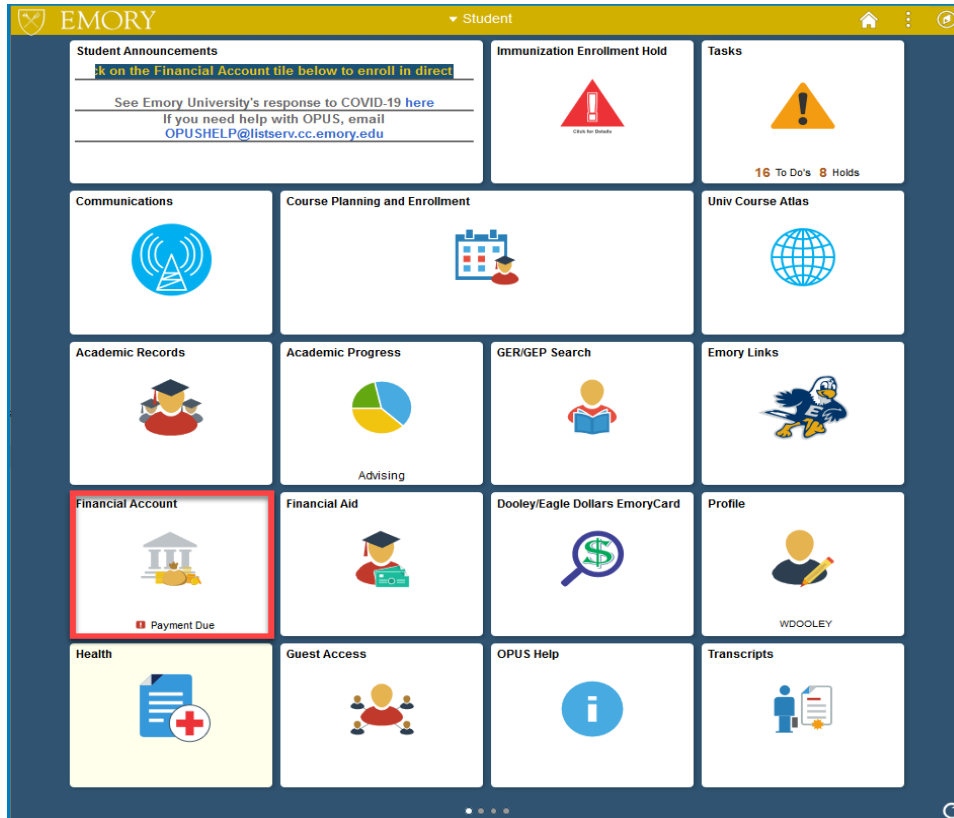
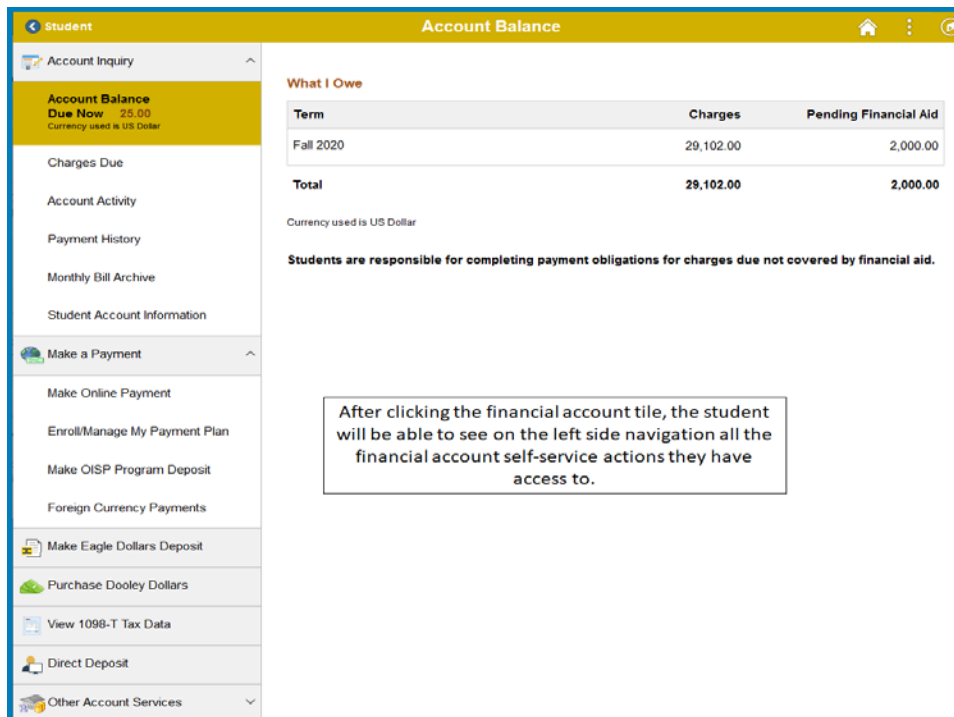


OPUS Self-Service Guide

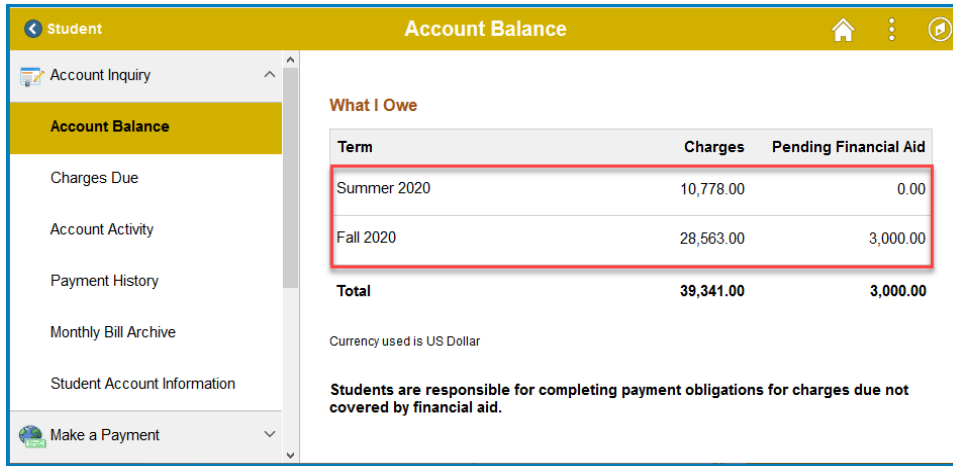
1. Log in to your **OPUS** account: www.opus.emory.edu.
2. From the Student homepage, click the **Financial Account** tile.



3. Student self-service actions navigation.



4. Account Balance by term.

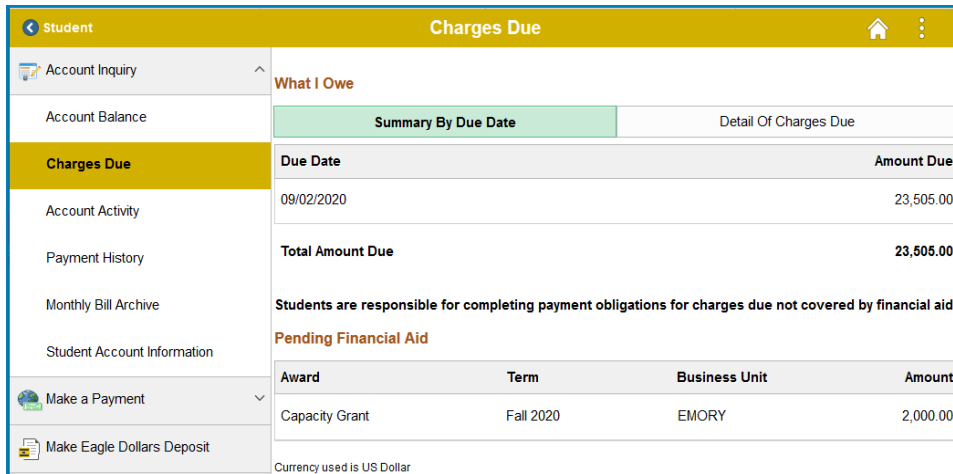


Term	Charges	Pending Financial Aid
Summer 2020	10,778.00	0.00
Fall 2020	28,563.00	3,000.00
Total	39,341.00	3,000.00

Currency used is US Dollar

Students are responsible for completing payment obligations for charges due not covered by financial aid.

5. Charges Due – By due date.



Due Date	Amount Due
09/02/2020	23,505.00
Total Amount Due	23,505.00

Students are responsible for completing payment obligations for charges due not covered by financial aid.

Pending Financial Aid

Award	Term	Business Unit	Amount
Capacity Grant	Fall 2020	EMORY	2,000.00

Currency used is US Dollar

6. Charges Due - Specific charges are due by the related due date.

What I Owe						
Summary By Due Date			Detail Of Charges Due			
Due Date	Description	Term	Business Unit	Charge Date	Charge Amount	Amount Due
09/02/2020	Nursing Ungrd Tuition-Fall	Fall 2020	EMORY	04/20/2020	22,810.00	20,835.00
09/02/2020	Activity Fee-Nursing Undgrad	Fall 2020	EMORY	04/20/2020	110.00	110.00
09/02/2020	Rec & Athletic Fee-Atl-F/S	Fall 2020	EMORY	04/20/2020	198.00	198.00
09/02/2020	MentalHlth&CounselingFeeAtlF/S	Fall 2020	EMORY	04/20/2020	91.00	91.00
09/02/2020	TechFee-NursTech&Simulatn-F/S	Fall 2020	EMORY	04/20/2020	150.00	150.00
09/02/2020	Parking Permit Fee - ATL	Fall 2020	EMORY	04/20/2020	336.00	336.00
09/02/2020	Student HealthInsuranceUHS-F/S	Fall 2020	EMORY	04/20/2020	1,785.00	1,785.00
Total Charges Due						23,505.00

Students are responsible for completing payment obligations for charges due not covered by financial aid.

Currency used is US Dollar

7. Charges Due – If a transaction has been recently posted and not yet assigned a due date, students will see the transaction’s due date as **Future**.

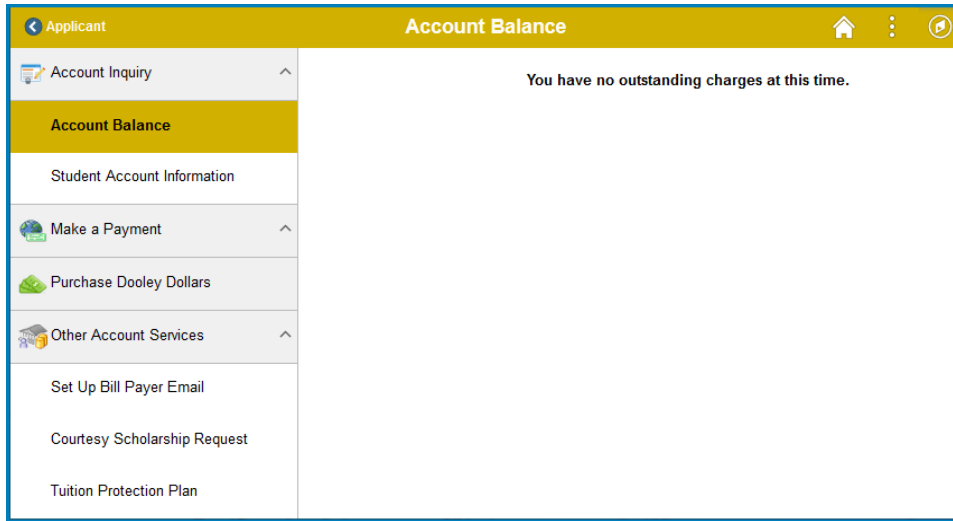
What I Owe						
Summary By Due Date			Detail Of Charges Due			
Due Date						Amount Due
Future						11,341.00
Total Amount Due						11,341.00

Students are responsible for completing payment obligations for charges due not covered by financial aid.

Pending Financial Aid			
Award	Term	Business Unit	Amount
EMBA Discretionary Award	Spring 2021	EMORY	3,000.00

Currency used is US Dollar

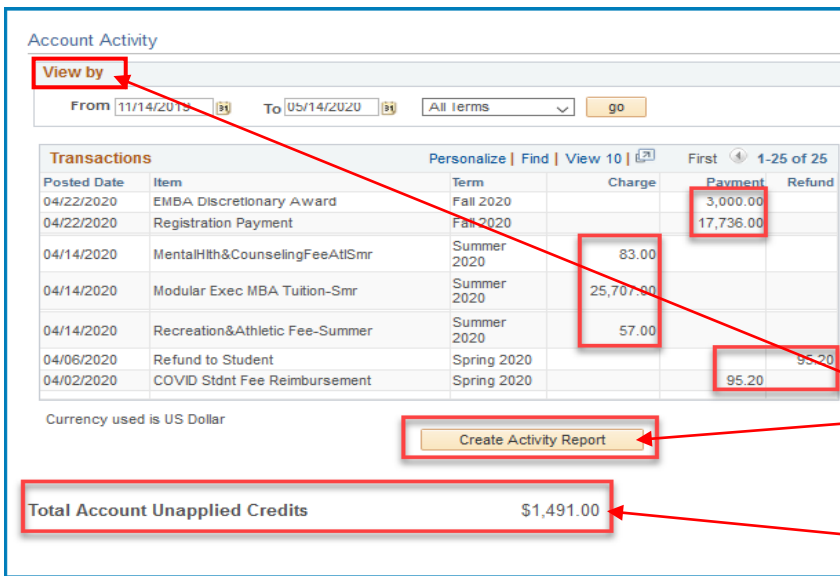
8. Charges Due – below shows \$0.00 in charges due



Account Balance

You have no outstanding charges at this time.

9. Account Activity



Account Activity

View by

From 11/14/2019 To 05/14/2020 All terms go

Posted Date	Item	Term	Charge	Payment	Refund
04/22/2020	EMBA Discretionary Award	Fall 2020		3,000.00	
04/22/2020	Registration Payment	Fall 2020		17,736.00	
04/14/2020	MentalHth&CounselingFeeAtISmr	Summer 2020	83.00		
04/14/2020	Modular Exec MBA Tuition-Smr	Summer 2020	25,707.00		
04/14/2020	Recreation&Athletic Fee-Summer	Summer 2020	57.00		
04/06/2020	Refund to Student	Spring 2020			95.20
04/02/2020	COVID Stdnt Fee Reimbursement	Spring 2020			95.20

Currency used is US Dollar


Create Activity Report

Total Account Unapplied Credits \$1,491.00

Student can click the Create Activity Report pushbutton to produce a report of the Account Activity based on the parameters the student selects in the **View by** section of this page

If a student has an overall credit balance on the student account, a total of unapplied credits will appear here.

10. Account Activity - Account Activity Report

 EMORY UNIVERSITY Student Financial Services					
OPUS ACCOUNT ACTIVITY REPORT Date Range Selected: 10/30/2019 through 4/30/2020 Term Selected: All Terms					
Dooley, Claire					
Posted Date	Item	Term	Charge	Payment	Refund
4/22/2020	EMBA Discretionary Award	Fall 2020		3,000.00	
4/22/2020	Registration Payment	Fall 2020		17,736.00	
4/20/2020	Library Fines-Woodruff	Fall 2020	9.00		
4/20/2020	Meal Plan-Alpha Tau Omega	Fall 2020	1,116.00		
4/20/2020	Parking Fines-Atlanta	Fall 2020	25.00		
4/20/2020	Parking Permit Fee - ATL	Fall 2020	336.00		
4/20/2020	Student HealthInsuranceUHS-F/S	Fall 2020	1,785.00		
4/20/2020	Univ. Health Services-Student	Fall 2020	292.00		
4/14/2020	MentalHlth&CounselingFeeAtlSm	Summer 2020	83.00		
4/14/2020	Modular Exec MBA Tuition-Smr	Summer 2020	25,707.00		
4/14/2020	Program Fees-MEMBA-Summer	Summer 2020	2,667.00		
4/14/2020	Recreation&Athletic Fee-Summer	Summer 2020	57.00		
4/6/2020	Refund to Student	Spring 2020			95.20
4/2/2020	COVID Stdnt Fee Reimbursement	Spring 2020		95.20	
1/10/2020	Payment Online	Spring 2020		16,671.00	
1/8/2020	EMBA Discretionary Award	Spring 2020		3,000.00	
1/2/2020	Activity Fee-Business Grad	Spring 2020	92.00		
1/2/2020	MentalHlth&CounselingFeeAtlF/S	Spring 2020	83.00		
1/2/2020	Modular ExecMBA Tuition-Spring	Spring 2020	19,280.00		
1/2/2020	Program Fees-MEMBA-F/S	Spring 2020	2,000.00		
1/2/2020	Rec & Athletic Fee-Atl-F/S	Spring 2020	146.00		
1/2/2020	Transcript Fee-F/S	Spring 2020	70.00		
12/27/2019	Student HealthInsuranceUHS-F/S	Spring 2020	-2,210.00		
12/20/2019	Student HealthInsuranceUHS-F/S	Spring 2020	2,210.00		
12/19/2019	Tuition Deposit ACH	Spring 2020		2,000.00	

11. Payment History

Payment Details				6 rows
Date Posted	Description	Business Unit	Amount	
04/22/2020	Registration Payment	EMORY	17,736.00	
04/22/2020	EMBA Discretionary Award	EMORY	3,000.00	
04/02/2020	COVID Stdnt Fee Reimbursement	EMORY	95.20	
01/10/2020	Payment Online	EMORY	16,671.00	
01/07/2020	EMBA Discretionary Award	EMORY	3,000.00	
12/19/2019	Tuition Deposit ACH	EMORY	2,000.00	

Currency used is US Dollar

12. Monthly Bill Archive

View Monthly Bills

Starting July 2020, please refer to Account Balance or Charges Due from your navigation options to see what you owe by due date.

Please select the Bill you would like to view

Select	Invoice Date	Invoice Number	Due Date	Amount Due
Select	02/03/2020	MO 0003638454STU ACCT	02/25/2020	\$2,611.25
Select	01/02/2020	MO 0003628737STU ACCT	01/25/2020	\$0.00
Select	12/02/2019	MO 0003613183STU ACCT	12/25/2019	\$0.00
Select	11/01/2019	MO 0003599340STU ACCT	11/25/2019	\$2,522.13
Select	10/01/2019	MO 0003589232STU ACCT	10/25/2019	\$2,572.13
Select	09/03/2019	MO 0003562006STU ACCT	09/25/2019	\$2,582.11
Select	08/01/2019	MO 0003553178STU ACCT	08/25/2019	\$0.00
Select	07/01/2019	MO 0003540766STU ACCT	07/25/2019	\$0.00
Select	05/01/2019	MO 0003512031STU ACCT	05/25/2019	\$0.00

This page contains an archive of the most recent bills produced within the last 12 months. The June 2020 monthly bill was the last monthly bill statement that will be produced. The Summer 2020 registration bill was the final registration bill that will be produced. The **Account Balance** and **Charges Due** pages will provide up to the minute balance information and associated

13. Make Online Payment

Make Online Payment

Student

Account Inquiry

Account Balance

Due Now 25.00

Currency used is US Dollar

Charges Due

Account Activity

Payment History

Monthly Bill Archive

Student Account Information

Make a Payment

Make Online Payment

Enroll/Manage My Payment Plan

Make OISP Program Deposit

Foreign Currency Payments

Make Eagle Dollars Deposit

Purchase Dooley Dollars

View 1098-T Tax Data

Direct Deposit

Other Account Services

PLEASE DO NOT ENTER DEBIT CARD NUMBERS

Step 1: Enter your banking information.

*Routing Number

*Account Number

*Confirm Account Number

Type of Account

Checking

Savings

Step 2: Enter the amount you would like to pay.

Due Now

\$25.00

←

The Due Now amount is equal to charges due within the next 30 days

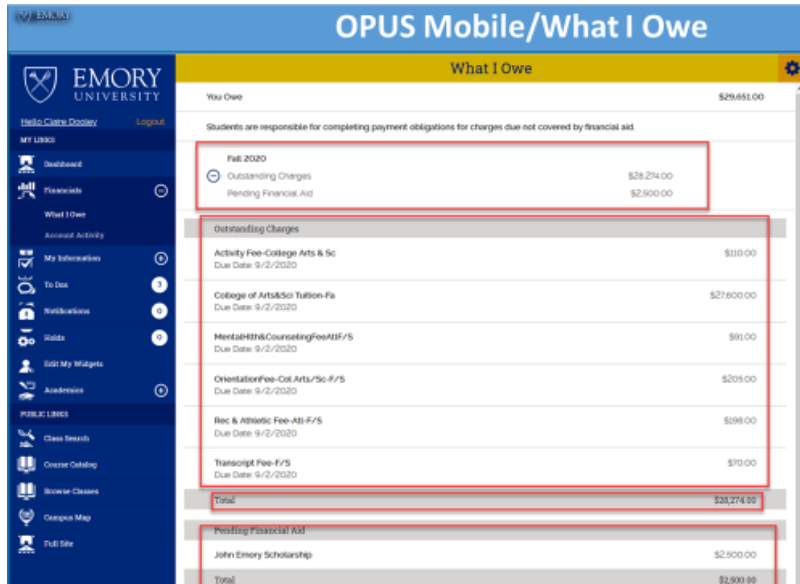
Payment Amount

Please review the information you are about to submit for accuracy. The most common error is an incorrect account number. If an online payment is not accepted due to an invalid account number or non-sufficient funds, a \$25 service fee will be posted to the Emory student account and the attempted payment reversed. By clicking on the SUBMIT button, I hereby authorize Emory University to initiate a one-time debit entry to the account provided and to debit the same to such account.

Yes, I have reviewed and agree to the conditions above

Yes
 No

14. OPUS Mobile



The screenshot shows the 'What I Owe' page in OPUS Mobile. At the top, it displays 'You Owe \$29,681.00'. Below this, a note states: 'Students are responsible for completing payment obligations for charges due not covered by financial aid'. The page lists charges for Fall 2020, including Outstanding Charges (\$28,214.00) and Pending Financial Aid (\$2,500.00). A detailed list of charges follows, such as Activity Fee, College of Arts&Sci Tuition-Fa, Merit&H&C Counseling Fee, Orientation Fee, Rec & Athletic Fee, and Transcript Fee. A total of \$28,214.00 is shown for charges, and a total of \$2,500.00 for pending financial aid, resulting in a final total of \$29,681.00.

Updates have also been made to the Student Financials pages in OPUS Mobile. The **What I Owe** page in OPUS Mobile corresponds to the **Account Balance** page in self-service.

15. If you have questions or concerns about your OPUS account balance, contact **Student Financial Services** with your name and ID number.

First letter of the student's last name	SFS Account Representative
A - Fe	Mary Kriest Phone: 712-8726 mary.kriest@emory.edu
Ff - Le	Bernice Kelley Phone: 727-7230 bernice.kelley@emory.edu
Lf - Rz	Cindy Brock Phone: 727-1195 cindy.brock@emory.edu
Sa - Zz	Jemonte Collins Phone: 727-6122 jemonte.collins@emory.edu
Associate Director	Stephanie Lester Phone: 727-2143 stephanie.ace.lester@emory.edu

Office Hours	Monday-Friday 8:30am - 4:30pm
Cashier Hours	Monday-Friday 9:00am - 3:30pm
Phone	404-727-6095
Email	student.financials@emory.edu