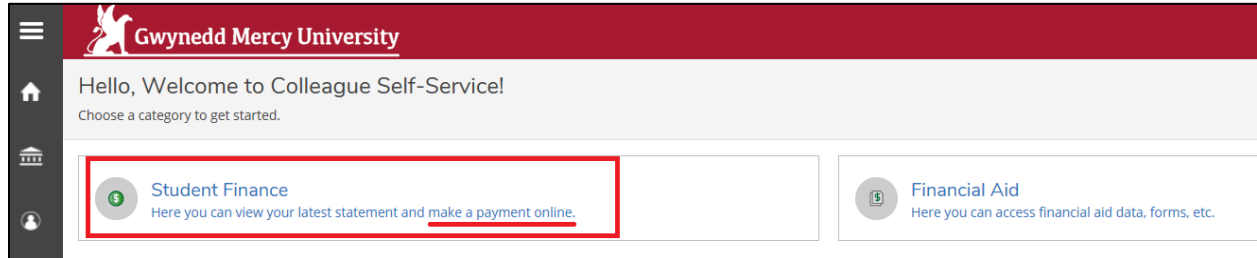
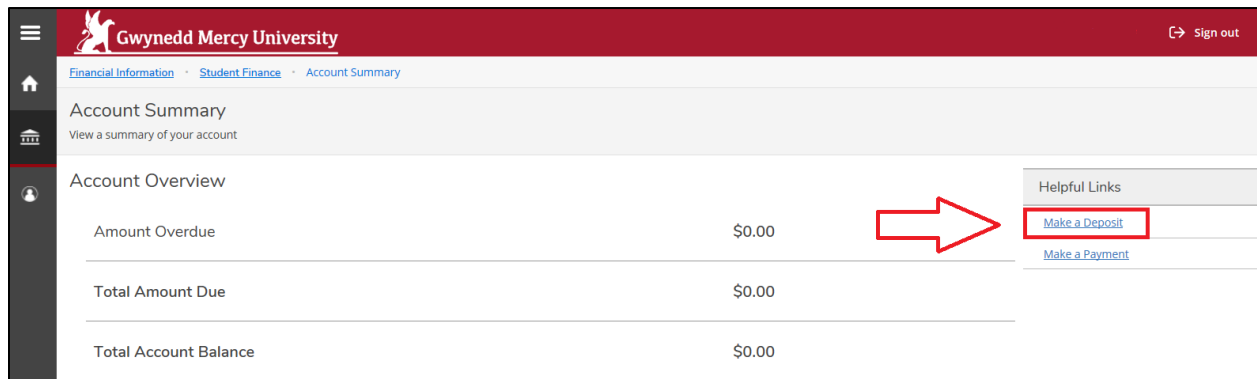


## How to Submit The Returning Student Housing Deposit

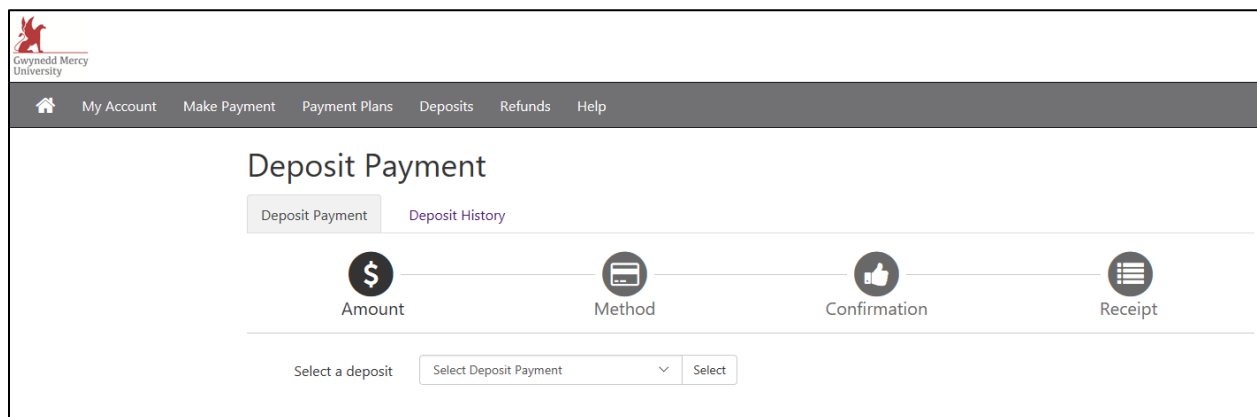
1. Sign in to your Self-Service account at <https://myss.gmercyu.edu/Student>. Once you log in to Self-Service, click on the Student Finance tab. That is where you will be able to pay your deposit online.



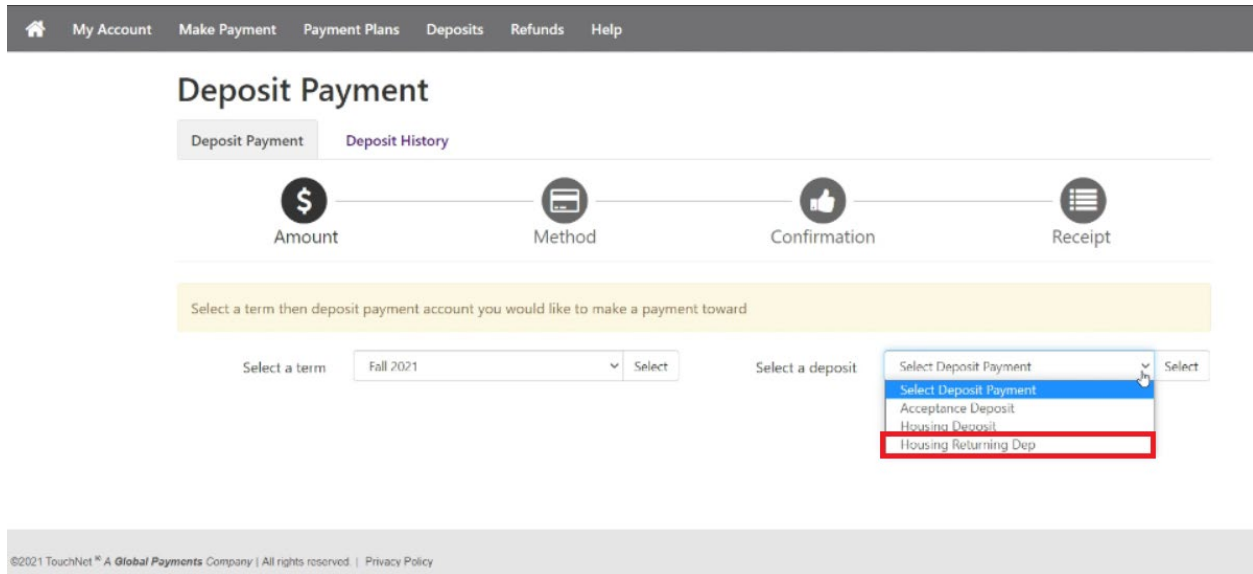
2. The next screen will show an Account Summary. All you need to do is click the “Make a Deposit” link on the right side of the screen.



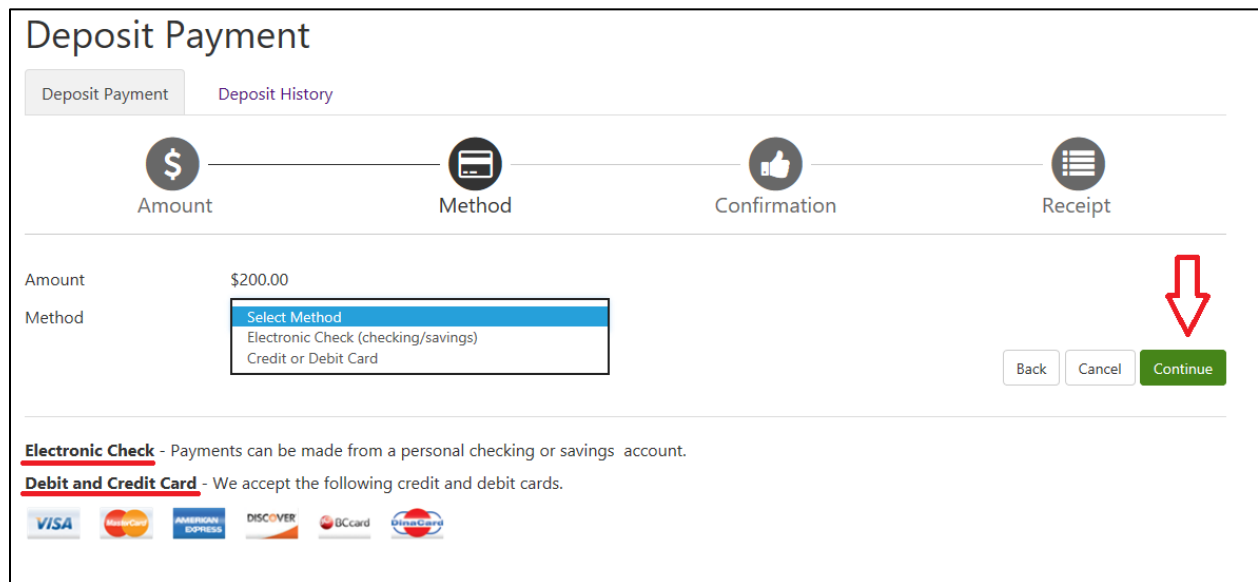
3. After you click the link, you will be redirected to our secure payment site—Touchnet—which will look like this:



4. At the bottom of the screen, select Housing Deposit from the drop down menu and click the green “Continue” button to move forward. **Be sure to select “Housing Returning Deposit.”**



5. 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.



6. If paying by electronic check, you need to select the Account Type (Checking or Savings) and have both the Routing Number and Bank Account Number on hand—both of these can be found on the bottom of a check. Complete the form by adding your billing information, then click "Continue" to move to the confirmation page.

The diagram 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 9 digits of the MICR line)
- Account Number:** 000123456789 (indicated by a yellow box and an arrow pointing to the middle 16 digits of the MICR line)
- Check Number:** 1234 (indicated by a yellow box and an arrow pointing to the last 4 digits of the MICR line)
- DO NOT USE:** A red box with the text "DO NOT USE" is placed below 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.

The screenshot shows a payment method selection screen with the following sections:

- 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.
- Buttons:** Back, Cancel, Continue (highlighted with a red arrow)

7. 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 a 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:  ↓

**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.

Amount
Method
Confirmation
Receipt

---

Amount: \$200.00

Method: Credit or Debit Card

### Account Information

\* Indicates required fields

\*Card account number:

\*Name on card:

\*Card expiration date:

\*Card Verification Value:  (View example)

### Cardholder Billing Information

\*Country:

\*Billing address:

Billing address line two:

\*City:

\*State:

\* Postal Code:

### Option to Save

Save this payment method for future use

Save payment method as:

( example My CreditCard )

↓

**8. 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 so make sure to check your junk or spam folders for it.**

# 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