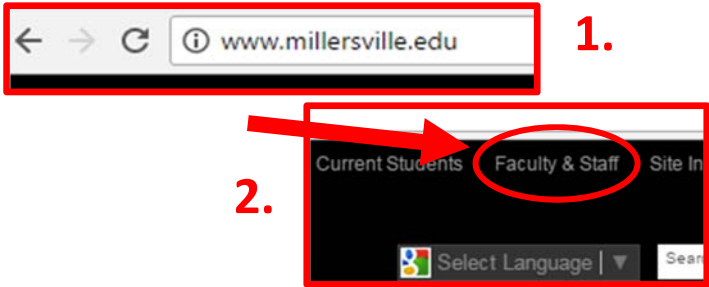
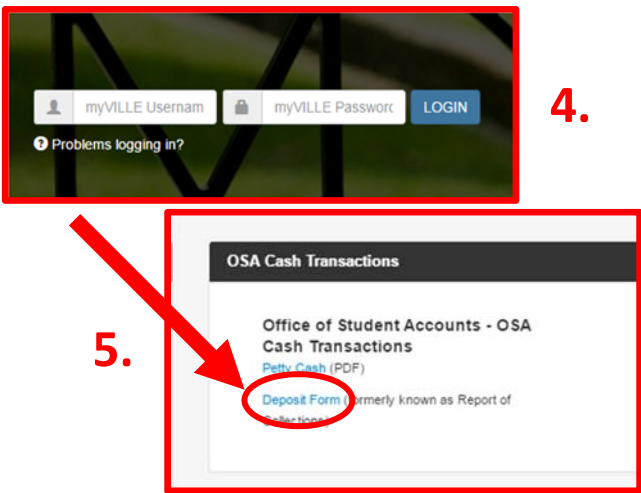
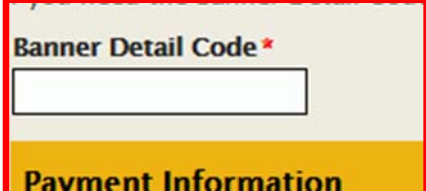
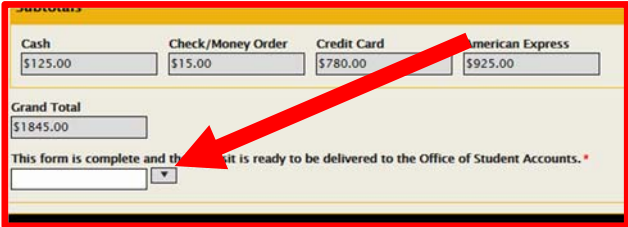
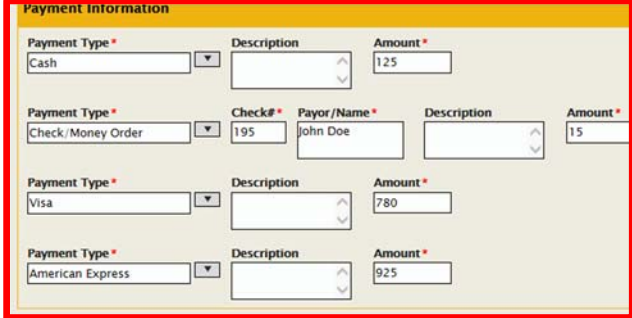
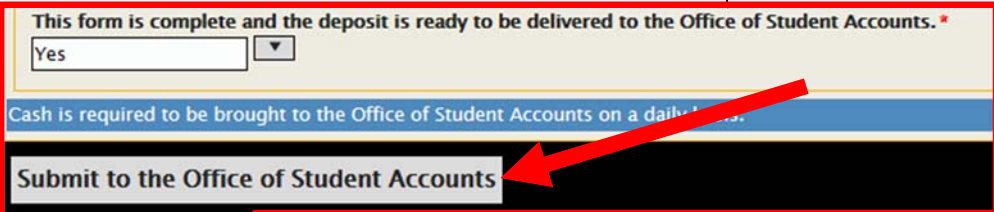
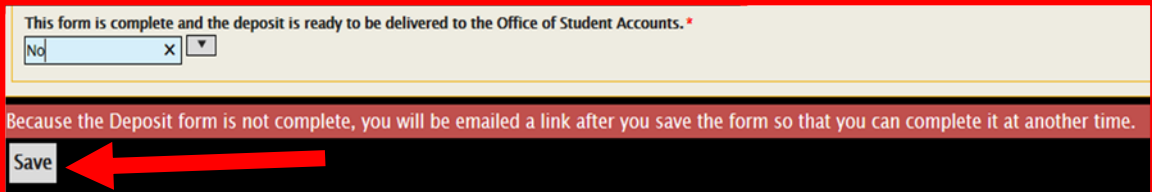


DEPOSIT FORM QUICK GUIDE

<ol style="list-style-type: none"> 1. Go to the Millersville homepage 2. Hover over Faculty & Staff and select Logins from the drop-down options 3. Click on the myVILLE Portal 	<ol style="list-style-type: none"> 4. Login using your Millersville credentials 5. Select Deposit Form under OSA Cash Transactions
 <p style="text-align: right; color: red; font-weight: bold; font-size: 24px;">1.</p> <p style="text-align: center; color: red; font-weight: bold; font-size: 24px;">2.</p>	 <p style="text-align: right; color: red; font-weight: bold; font-size: 24px;">4.</p> <p style="text-align: center; color: red; font-weight: bold; font-size: 24px;">5.</p>

<ol style="list-style-type: none"> 1. Enter the 4-character Banner Detail Code 2. Enter Cash, Check/Money Order, Visa, Mastercard, Discover, and American Express payments. Enter each check individually 3. Select Yes/No from the drop-down options as to whether the form is ready to be submitted 4. If you selected Yes, click Submit to the Office of Student Accounts 5. If you selected No, click Save 	 <p style="text-align: right; color: red; font-weight: bold; font-size: 24px;">1.</p>
 <p style="text-align: center; color: red; font-weight: bold; font-size: 24px;">3.</p>	 <p style="text-align: center; color: red; font-weight: bold; font-size: 24px;">2.</p>
 <p style="text-align: center; color: red; font-weight: bold; font-size: 24px;">4.</p>	 <p style="text-align: center; color: red; font-weight: bold; font-size: 24px;">5.</p>

If you submit the form, you have the required number of business days, according to MU's Cash Collection, Receipt and Deposit Policy Guidelines, to deliver the money to the Office of Student Accounts.

→ Deliver payments in person to the Office of Student Accounts.

- The OSA is on the first floor of the Dilworth Building.
- You may use the yellow OSA bank bag for your office deposit.
- Do not hold checks/money orders and cash in your office.

→ When you send your deposit:

- All items should be held together with a rubber band, paper clip, or binder clip.
- Clearly label the deposit with the document number (begins with D).

→ All checks need to be made out to Millersville University

If you save the form, you will receive an initial email notification that states the form must be submitted within 7 days or it will be removed from the system.

Incomplete - Initial Notification to Submitter

Monday, May 22, 2017 5:53 PM

SUBJECT: Deposit Form Awaiting Completion

Dear %R,

Thank you for saving the Deposit Form. It has not been submitted to the Office of Student Accounts because it is not complete. Please complete this form within 7 days or it will be removed and not be processed.

<https://obtest.millersville.edu/appnet/docpop/formpop.aspx?docid=%#R.chksum=%S>

Office of Student Accounts
MILLERSVILLE UNIVERSITY
P.O. Box 1002, Millersville, PA 17551-0302
Phone: 717-871-5101 | Fax: 717-871-7970 | osa@millersville.edu | www.millersville.edu

You will receive daily notifications reminding you to complete and submit the saved form.

Incomplete - Daily Reminder to Submitter

Monday, May 22, 2017 5:53 PM

SUBJECT: REMINDER: Deposit Form is Incomplete

Dear %W(K00356.1),

This is a reminder that you have not completed your Deposit Form. The form was created on %D. Please complete this form within 7 days or it will be removed and not be processed.

<https://obtest.millersville.edu/appnet/docpop/formpop.aspx?docid=%#R.chksum=%S>

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