



To view and print your financial aid award letter, you will need your username and password. Your Username and Password were either sent to your home address or given to you at orientation.

Once you have obtained your username and password, you will be able to view and print your Financial Aid Award Letter by following these instructions:

Go to **MY MERCY**

Select **EMPOWER ME**

After logging in, select **Financials**

Select **Financial Aid Award Letter**

Select the appropriate award year

Your Financial Aid Award Letter will appear on the screen

Please print, sign and return to the Financial Aid Office if you are declining any aid offered

Select **Missing Documents**

Select the appropriate award year

Complete missing documents

If you have any questions, please contact the financial aid office at financialaid@mercycollege.edu or (419) 251-1219.