Once you are logged in to MyMercer, find the FINANCIAL AID AWARD LETTER tile and click on “Financial Aid Award Letter.”

You may need to scroll down to find the tile on your MyMercer Home Page.

Select the correct academic year and click “Review Award Details.”

You can read more about the funds awarded to you by clicking on the “View important details about your financial aid awards” link.
To Accept your awards, select the check box next to the awards you wish to accept and click “Accept All Awards”

To Reject your awards, select the check box next to the awards you wish to reject and click “Reject Awards”

You will be prompted with a question, “Are you sure you want to reject selected awards?” Select “OK”
To REDUCE the loan amount (you can ONLY REDUCE, you CANNOT INCREASE a loan), type into the gross amount box the amount you wish to accept and select “Recalculate Awards”.

Once you’ve recalculated your loan, you can check the box next to the award and select “Accept All Awards”.

Ensure that all awards (Loans, Grants and scholarships) have been checked accepted and click Accept All Awards.