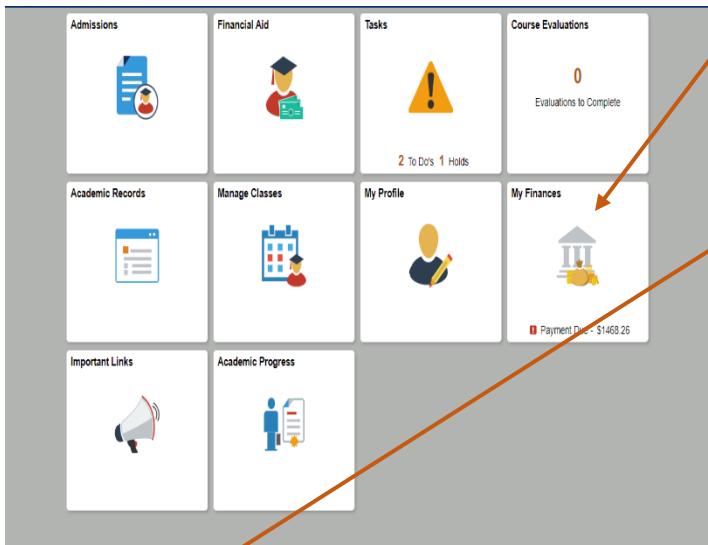




Adding an Authorized User



When in your MyUTTyler Student Homepage, select the My Finances tile.

On the left-hand menu select “Manage My Finances”

- Your Payment Portal will open in a separate window. You may be asked to sign in again.

My Finances

Important Information: Billing for Fall 2020 is now available! Click Manage My Finances on the left to get started!

Manage My Finances

Financial Aid & Scholarship: If you believe you have financial aid and/or scholarships that will pay for your classes, please contact the One Stop at enroll@uttyler.edu or 903-566-7180 (select Financial Aid) to verify all necessary requirements have been met.

VA Benefits: If you are using VA Benefits, please contact the Military and Veterans Success Center at MOSC@uttyler.edu or 903-565-5972.

Payment Plans: Eligible students may sign up by selecting Manage My Finances on the left, then click Enroll in Payment Plan. Initial installment payments are due at the time of enrollment, plus a \$25, \$50 or \$45 installment fee (depending on plan selected). Payment plan amounts subject to change with addition/reduction of classes, housing and meal plans. Withdrawal does not cancel the obligation to repay an installment plan. Click here for more information and due dates.

Tuition & Fee Refunds: If you have withdrawn from classes and are expecting a reduction of your tuition and fees, refer to the tuition and fee refund schedule. Please keep in mind that dropping classes may impact your financial aid eligibility and result in a balance owed to UT Tyler.

Credit Balance Refunds: A credit balance will occur when the payments made to your account are more than the amount that you owe the university. All financial aid refunds are subject to account review and federal eligibility regulation requirements refunds will be processed within 14 days of disbursement of funds.

UT Tyler has partnered with BankMobile to deliver financial aid refunds. All new and returning students must choose a refund preference. Choose your refund preference today! For additional questions, please contact refunds@uttyler.edu or 903-566-7180 (select Student Business Services).

On the right-hand menu under My Profile Setup, select “Authorized users”

My Account Make Payment Payment Plans Deposits Help

Announcement: Welcome to Your Student Account Center

(1) You can now add Authorized Users to your account. Click on the above "Authorized Users" tab on this page to add authorized users.

(2) Be sure to choose your refund preference so we can return your over payments to you quickly. To choose your refund preference, check your PatroNet email for a welcome email from BankMobile. For more information about your refund preference visit <https://www.uttyler.edu/mba/> (3) If you are displaying here as a result of purchasing an item in myUTTyler, please click Make a Payment above to pay for your item.

Student Account ID: xxxxxx4558

Balance: \$5.00

View Activity Enroll in Payment Plan Make Payment

Statements: Your latest eBill Statement (8/4/19) Statement: \$0.00

My Profile Setup: Authorized Users

Personal Profile

Payment Profile

Security Settings

Term Balances: Fall 2020 \$5.00

Authorized Users

[Authorized Users](#) [Add Authorized User](#)

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?
Would you like to allow this person to view your payment history and account activity?

Yes No
 Yes No

[Cancel](#) [Continue](#)

Agreement to Add Authorized User

I hereby authorize **The University of Texas at Tyler** to grant [REDACTED]@uttyler.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 10/19/2020 10:22:37 AM CDT.

For fraud detection purposes, your internet address has been logged:

129.114.244.44 at 10/19/2020 10:22:37 AM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

[Cancel](#) [Print Agreement](#) [Continue](#)

Authorized Users

Thank you. We have sent an e-mail to apierce@uttyler.edu with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

[Authorized Users](#) [Add Authorized User](#)

Full name	Email address	Action
[REDACTED]	[REDACTED]@uttyler.edu	Edit Delete Show Agreement

- Select “Add Authorized User” at the top of the section.

Enter your authorized users personal email address. They will receive a login email to this address and use this email as their login for your payment portal.

- Select the level of authorization you would like to allow. You can give them access to view only billing statements /only payment history/ both.

Select “Continue” to move forward.

An agreement should display, read through the information and select the check box next to the statement “I Agree”.

Select “Continue” to complete this addition.

- Your representative is now added to the payment portal as an authorized user. You can edit the user’s information by selecting the actions key.

You can remove the user’s access at any time by selecting actions and delete.