

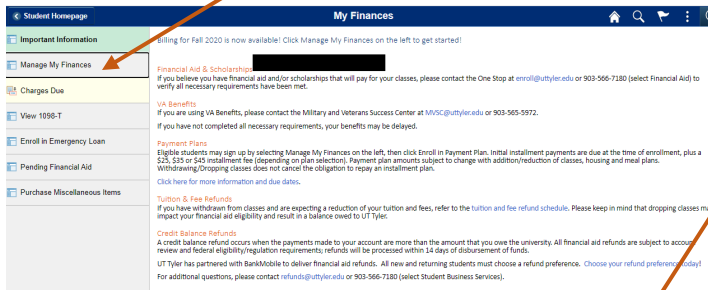
Make a Payment



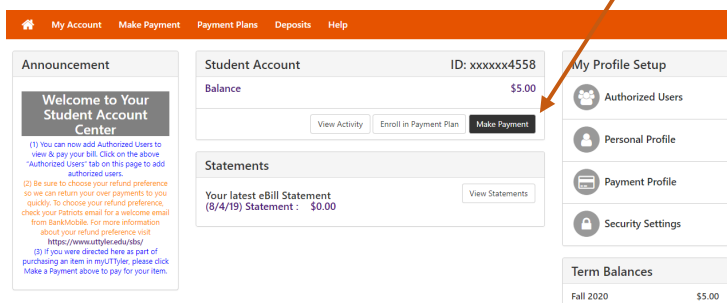
When in your MyUTTyler Student Homepage, select the My Finances tile.

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.



Select “Make a Payment” on the center of your payment portal under student account.



Account Payment

Amount Method Confirmation Receipt

Payment Date: 10/19/20

☐ Pay by term
☐ Fall 2020

☒ Pay by line item

Paid items may appear in this list until the system has completed its payment record update.

Description	Due Date	Term	Amount (\$)	Payment (\$)
<input checked="" type="checkbox"/> Nursing ID Badge	10/19/20	Fall 2020	\$5.00	5.00

Showing 1 to 1 of 1 entries

Payment Total: \$5.00

Personal Note: Pay for nursing badge, pick up today.

Continue

Select the payment date you would like your purchase to occur on.

You can select Pay by term to pay amounts on each semester.

You can select Pay by line item and a list of items you have available to pay on your account should display.

Select only the line item you would like to pay for.

You can add a note to the personal note section if needed.

Your payment total should update based on the items you have selected to pay for.

To move forward select "Continue" at the bottom of the screen.

Select your payment method from the dropdown menu.

Select "Continue" to move forward with entering your card or checking information.

Enter your billing card number and select continue.

Enter the name on your card/account as well as your card expiration date and three-digit verification code.

You have the option to save your payment method to your account now for future payments.

When you are ready to move forward select "Continue"

Account Payment

Amount: \$5.00

Method: **Select Method**

- Select Method
- Credit Card
- Credit or Debit Card
- Other Payment Methods
- Electronic Check (checking/savings)

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.

Back Cancel Continue

Account Information

* Indicates required fields

*Card number:

Back Cancel Continue

Amount: \$5.00

Method: Credit or Debit Card

Account Information

* Indicates required fields

*Card account number: xxxxxxxxxxxx4281

*Name on card:

*Card expiration date: 10 / 2021

*Card Verification Value:

Option to Save

☐ Save this payment method for future use

Save payment method as: (example My CreditCard)

Back Cancel Continue

Account Payment

\$

Amount

Method

Method

Confirmation

Confirmation

Receipt

Receipt

Please review the transaction details, then submit your payment.

Payment Information

Payment Date

10/19/20

Item Description	Term	Account	Amount
Nursing ID Badge	Fall 2020	Student Account	\$5.00

Total Payment Amount

\$5.00

Change Amount

Paid To

The University of Texas at Tyler
3900 University Blvd
STE 230
Tyler, TX 75799

Confirmation Email

██████████@patriots.uttyler.edu (Primary)

Selected Payment Method

Account:

VISA

Expiration Date:

05 / 22

Billing Address:

██████████

Change Payment Method

Back

Cancel

Submit Payment

Confirm all the purchase information is correct. When you are ready to make your payment select "Submit Payment" You will be emailed a receipt to the confirmation email shown.