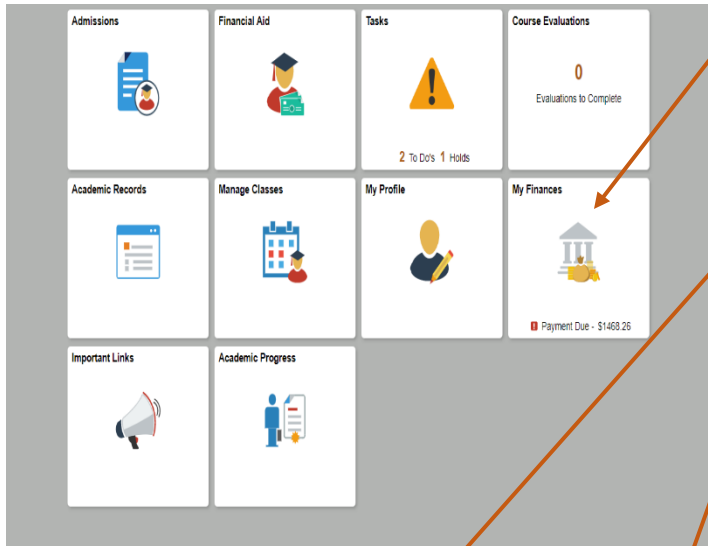




Purchase an Item



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

On the left-hand menu select “Purchase Miscellaneous Items”

A list of items should appear on screen. Enter the quantity you would like to purchase in the open field next to the item.

At the bottom of the page select “Calculate Total”

When you are ready to move forward with the payment select “Next”

Confirm your purchase information is correct and then select “Make Payment”. Your payment portal will now open in a separate window. You may be asked to sign in again.

Student Homepage My Finances

Important Information
Manage My Finances
Charges Due
View 1098-T
Enroll in Emergency Loan
Pending Financial Aid
Purchase Miscellaneous Items

Purchase Items

1. Select Items

Enter the quantity for the items you wish to purchase. Use the calculate total push button to calculate the total amount of your purchase. Select NEXT to confirm your purchases.

Available Items	Unit Price	Quantity	Item Total
1 Nursing ID Badge	5.00	1	5.00
2 Freshman Accept/Confirm Fee	100.00		0.00
3 Internat'l Student Appl. Fee	75.00		0.00
4 OPT Administrative Fee	50.00		0.00
5 STEM OPT Administrative Fee	100.00		0.00
6 Undergraduate Application Fee	60.00		0.00
7 Summer GradAppAccessFee & Gift	35.00		0.00
8 Printed Transcript Fee	12.00		0.00
9 Fall GradAppAccessFee & Gift	35.00		0.00
10 Electronic Transcript Fee	10.00		0.00
11 Spring GradAppAccessFee & Gift	35.00		0.00
12 Miscellaneous Items Total			5.00

Available Items	Unit Price	Quantity	Item Total
1 Test Fee - Quick THEA	20.00		0.00
2 EXCET (Practice Test)	10.00		0.00
3 Residual ACT Test Fee	60.00		0.00
4 Test Fee - Accuplacer Proctor	35.00		0.00
5 Test Fee-M.A.T.	80.00		0.00
6 Test Fee - TSI Exam	35.00		0.00
7 Test Fees Total			0.00

Currency used is US Dollar

Total 5.00

Calculate Total

Cancel Next

Purchase Items

2. Confirm Order

Verify the amount and total of the items you have selected for purchase. If correct, select the NEXT push button. If you wish to make changes, select the PREVIOUS push button.

Selected Items	Term	Unit Price	Quantity	Item Total
Nursing ID Badge		5.00	1	5.00

Currency used is US Dollar

Total 5.00

Cancel Previous Make Payment

My Account Make Payment Payment Plans Deposits Help

Announcement

Welcome to Your Student Account Center

(1) You can now add Authorized Users to view & pay your bill. 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 Patriots email for a welcome email from BankMobile. For more information about your refund preference visit <https://www.uttyler.edu/bu/>

(3) If you were directed here as part 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

View Statements

My Profile Setup

Authorized Users

Personal Profile

Payment Profile

Security Settings

Term Balances

Fall 2020 \$5.00

On the payment portal select "Make Payment"

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

Account Payment

Amount Method Confirmation Receipt

Payment Date 10/19/20

☐ Pay by term
☐ Fall 2020 \$5.00

☒ Pay by line item

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

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

Personal Note Pay for nursing badge, pick up today.

Payment Total: \$5.00

Continue

Select pay by line item. 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.

Account Payment

Amount Method Confirmation Receipt

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.

VISA MasterCard American Express Discover iDebit Discover 2 Card

Back Cancel Continue

Select your payment method from the dropdown menu.

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

Account Information

* Indicates required fields

*Card number:

Back Cancel Continue

Amount \$5.00

Method Credit or Debit Card

Account Information

*Card account number: xxxxxxxx4281

*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

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

Method

Confirmation

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: 

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.