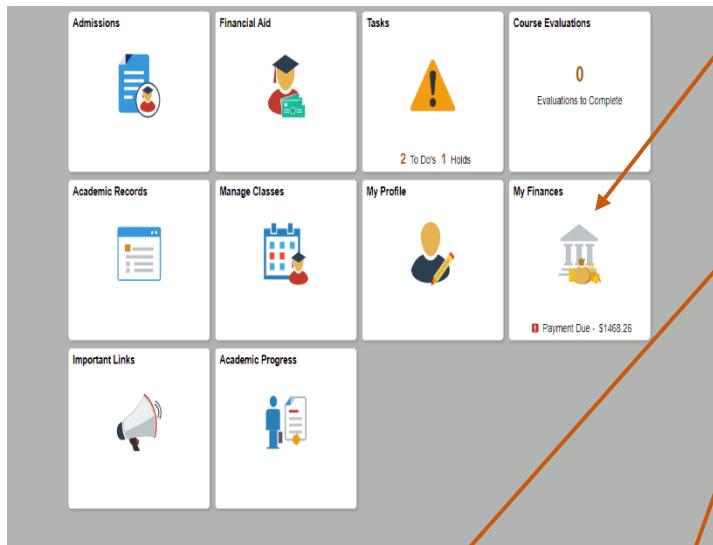


## Purchase an Item



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](#)

[Important Information](#)

[Manage My Finances](#)

[Charges Due](#)

[View 1098-T](#)

[Enroll in Emergency Loan](#)

[Pending Financial Aid](#)

[Purchase Miscellaneous Items](#)

**My Finances**

**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	<input type="text" value="1"/>	5.00
2 Freshman Accept/Confirm Fee	100.00	<input type="text"/>	0.00
3 Internat'l Student Appl. Fee	75.00	<input type="text"/>	0.00
4 OPT Administrative Fee	50.00	<input type="text"/>	0.00
5 STEM OPT Administrative Fee	100.00	<input type="text"/>	0.00
6 Undergraduate Application Fee	60.00	<input type="text"/>	0.00
7 Summer GradAppAccessFee & Gift	35.00	<input type="text"/>	0.00
8 Printed Transcript Fee	12.00	<input type="text"/>	0.00
9 Fall GradAppAccessFee & Gift	35.00	<input type="text"/>	0.00
10 Electronic Transcript Fee	10.00	<input type="text"/>	0.00
11 Spring GradAppAccessFee & Gift	35.00	<input type="text"/>	0.00
12 Miscellaneous Items Total			5.00

Available Items	Unit Price	Quantity	Item Total
1 Test Fee - Quick THEA	20.00	<input type="text"/>	0.00
2 EXCET (Practice Test)	10.00	<input type="text"/>	0.00
3 Residual ACT Test Fee	60.00	<input type="text"/>	0.00
4 Test Fee - Accuplacer Proctor	35.00	<input type="text"/>	0.00
5 Test Fee-M.A.T.	80.00	<input type="text"/>	0.00
6 Test Fee - TSI Exam	35.00	<input type="text"/>	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

Student Account ID: xxxxx4558

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”

## 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

Personal Note Pay for nursing badge, pick up today.

Payment Total: \$5.00

Continue

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

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

Method

\$5.00

Select Method

Credit Card

Other Payment Methods

Electronic Check

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:

Card number:

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.

## Account Information

Indicates required fields

Card account number:

Name on card:

Card expiration date:

Card Verification Value: (View example)

Option to Save

Save this payment method for future use

Save payment method as: (example My CreditCard)

Back Cancel Continue

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		
<a href="#">Change Amount</a>			

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

Confirmation Email			
[REDACTED]@patriots.uttyler.edu (Primary)			

Selected Payment Method			
Account:	 [REDACTED]		
Expiration Date:	05 / 22		
Billing Address:	[REDACTED]		
<a href="#">Change Payment Method</a>			

[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.