How To Save Your eBill As A PDF

- > Access your eBill
 - After logging into your myUTTyler, click the "My Financials" tile.

Admissions	Financial Aid	Tasks	Course Evaluations
			0 Evaluations to Complete
		5 To Do's 1 Holds	
Academic Records	Manage Classes	My Profile	My Finances
Important Links	Academic Progress		
	.		

• Select "Manage My Finances" on the left side of the page.

The Important Information	Billing for Fall 2020 is now available! Click Manage My Finances on the left to get started!
🛅 Manage My Finances	Financial Aid & Scholarships
Charges Due	If you believe you have financial aid and/or scholarships that will pay for your classes, please contact the One S enroll@uttyler.edu or 903-566-7180 (select Financial Aid) to verify all necessary requirements have been met.
	VA Benefits
T View 1098-T	If you are using VA Benefits, please contact the Military and Veterans Success Center at MVSC@uttyler.edu or 9 5972.
Enroll in Emergency Loan	If you have not completed all necessary requirements, your benefits may be delayed.
	Payment Plans
Pending Financial Aid	Eligible students may sign up by selecting Manage My Finances on the left, then click Enroll in Payment Plan. In installment payments are due at the time of enrollment, plus a \$25, \$35 or \$45 installment fee (depending on p selection). Payment plan amounts subject to change with addition/reduction of classes, housing and meal plan.
	Withdrawing/Dropping classes does not cancel the obligation to repay an installment plan.
Purchase Miscellaneous Items	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	If you have withdrawn from classes and are expecting a reduction of your tuition and fees, refer to the tuition a
	refund schedule. Please keep in mind that dropping classes may impact your financial aid eligibility and result ir owed to UT Tyler.
	Credit Balance Refunds
	A credit balance refund occurs when the payments made to your account are more than the amount that you c university. All financial aid refunds are subject to account review and federal eligibility/regulation requirements with the statement of distances of the statement of the

• Select "View Statements" near the bottom of the page, or click "My Account" at the top, and select Statements from the drop down.

er University of Texas at YLLER My Account Make Payment Payr	nent Plans Deposits Help	Logged in as:
Announcement	Student Account ID: xxxxxx	My Profile Setup
Welcome to Your	Balance	Authorized Users
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 reland preference so we can relam your over payments to your quickly. To choose your reland preference check your Pariots	View Activity Make Payment Personal Pro	
	Scheduled Payments	Security Settings
email for a welcome email from BankMobile. For more information about your refund preference visit https://www.uttyler.edu/sbs/	Description Payer Date Method Status Amount Action	U security securitys
(3) If you were directed here as part of purchasing an item in myUTIyler, please click Make a Payment above to pay for your item.	No data available in table	Term Balances
	Statements	Summer 2019
	Vaux latast sBill Castomant	
	(3/31/19) Statement : View Statements	

• Click the Action button then the "View" box according to the date of the statement you would like to view; this will populate in either a new tab or window.

Please make sure your browser's pop-up blocker is disal	bled before you view a statement.			
Show 10 • entries		Search:		
Statement Date ↓	Due Date 🔱	Amount 👫	Action 🎵	
03/31/2019		\$0.00	•	
03/24/2019		\$0.00	View	
03/17/2019		\$0.00	\$	
03/10/2019		\$0.00	\$	
03/03/2019		\$0.00	\$	
02/24/2019		\$0.00	\$	
02/10/2019		\$0.00	\$	
02/03/2019		\$0.00	\$	
01/27/2019		\$0.00	•	
01/20/2019		\$0.00	\$	
howing 1 to 10 of 12 entries		Previou	IS 1 2 Next	
			Make Payment	

- Save your eBill as a PDF
 - Once your statement appears, either use Ctrl+P or go to your browser options and click "Print."
- > On the left side of the preview box, click the "Change" box next to the word "Destination."

Print			
Total: 1 sheet of paper			
	Print Cancel		
Destination	Change		
Pages	All		
	e.g. 1-5, 8, 11-13		
Copies	1		
Layout	Portrait 🔹		
Options	Two-sided		
	ings		
Print using system dialog (Ctrl+Shift+P)			

• Click "Save as PDF" under "Local Destinations."

Select a destination

Q Search des	tinations
Recent Destina	ations
Local Destinati	ions Manage
Save as	
Click the "Save"	
Print	
Total: 1 page	
	Save
Destination	Save as PDF
	Change
Pages	 All
	e.g. 1-5, 8, 11-13
Layout	Portrait 👻
Paper size	Letter
Margins	Default 💌
Options	Headers and footers

• Name it how you wish, and click the "Save" box.

Organiz	e 🔻 Ne	w folder			:= - 🕐
	Docui New fold	ments library		Arrange by	/: Folder 🔻
E	Name	^	Date modified	Туре	Size
			No items match your search.		
-					
	File name:	Summer 2017 Statement			•
S	ave as type:	Adobe Acrobat Document			•
) Hide	Folders			Save	Cancel