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.
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”
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.