

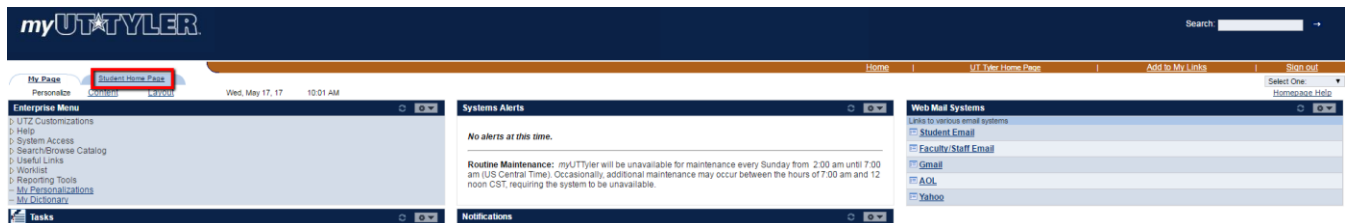
Fisch College of Pharmacy Deposit Payment Instructions

Background

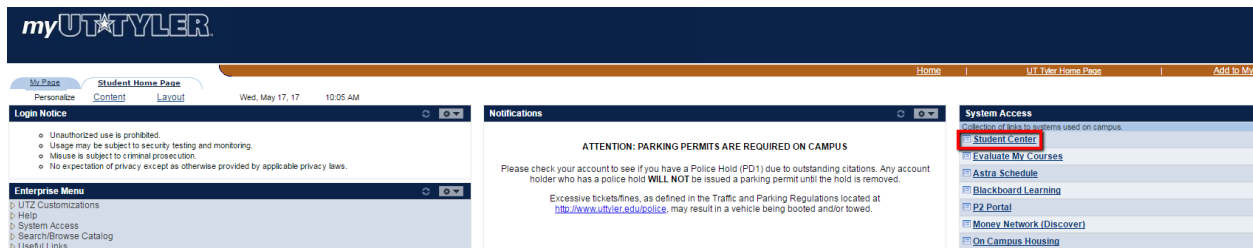
Incoming College of Pharmacy students submit a \$200 deposit once they accept provisional admission into the program. This deposit will be applied towards tuition charges. If the student later declines the admission offer, the deposit is forfeited if they do not.

Paying your deposit online through the payment portal

1. Log into the myUTTyler Portal and select the Student Home Page link at the top of the page.



2. Select the Student Center link on the top right of the page.



3. In the Student's Service Center, go to the "Finances" section. A balance of \$200 will show Due Now under the "Finances" section. Select "Make a Payment".

Finances

My Account
[Account Inquiry](#)

Account Summary

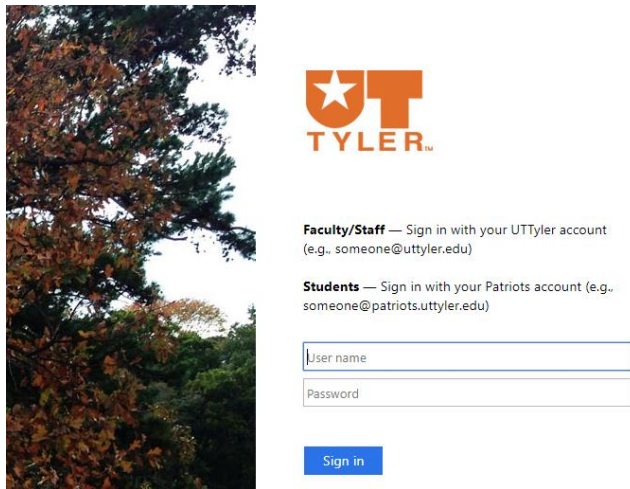
You owe 200.00.

■ Due Now	200.00
■ Future Due	0.00

Currency used is US Dollar.

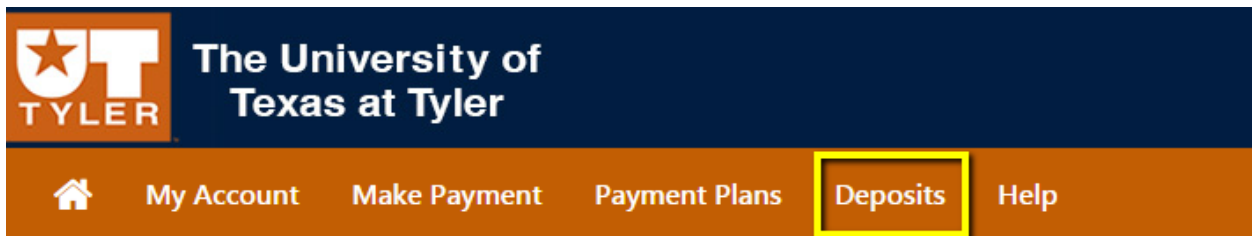
make a payment

4. Log in using your Patriots email and password to access the payment portal



The screenshot shows the login page for The University of Texas at Tyler. On the left is a vertical image of trees with autumn foliage. To the right is the UT Tyler logo (a star in a circle above the letters 'UT TYLER'). Below the logo are two instructions: 'Faculty/Staff — Sign in with your UT Tyler account (e.g., someone@uttyler.edu)' and 'Students — Sign in with your Patriots account (e.g., someone@patriots.uttyler.edu)'. There are two input fields: 'User name' and 'Password'. A blue 'Sign in' button is located below the password field.

5. Click Deposits



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.

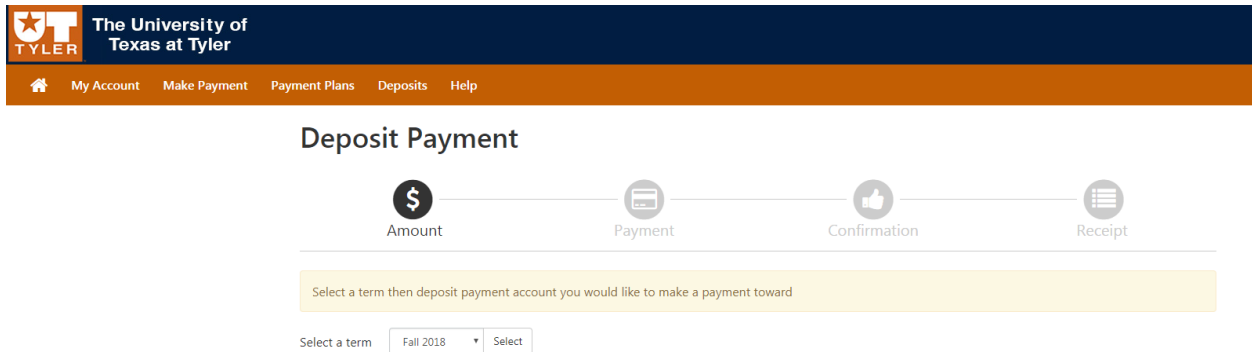
(2) Be sure to choose your refund preference so we can return your over payments to you quickly. To choose your refund preference, visit our website at <https://www.uttyler.edu/sbs/p2/refundpreference.php>

(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

Balance

- Click the "Select Term" drop down menu, choose the Fall term and click the Select button.



The University of Texas at Tyler

My Account Make Payment Payment Plans Deposits Help

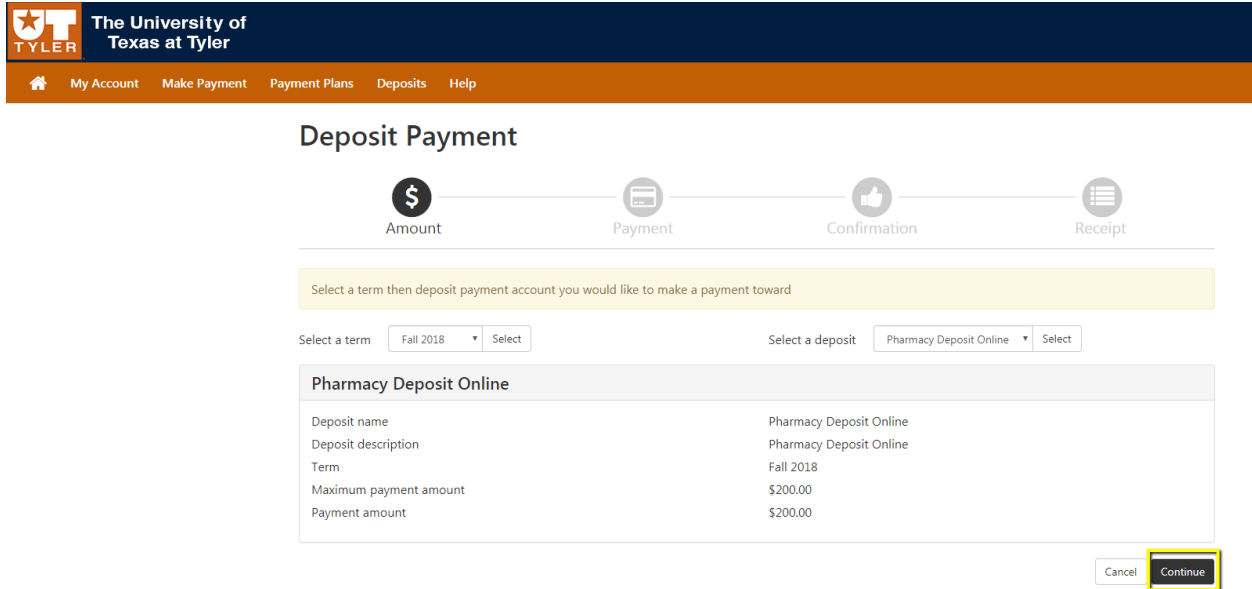
Deposit Payment

Amount Payment Confirmation Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term Fall 2018

- After clicking Select, the option to Select a deposit will appear. The student should select the Pharmacy Deposit Online from the drop down box and click select.



The University of Texas at Tyler

My Account Make Payment Payment Plans Deposits Help

Deposit Payment

Amount Payment Confirmation Receipt

Select a term then deposit payment account you would like to make a payment toward

Select a term Fall 2018 Select a deposit Pharmacy Deposit Online

Pharmacy Deposit Online	
Deposit name	Pharmacy Deposit Online
Deposit description	Pharmacy Deposit Online
Term	Fall 2018
Maximum payment amount	\$200.00
Payment amount	\$200.00

8. Specify Payment Details

Select Payment Method from the drop-down menu and click Select. Complete the payment information as directed on this page (Card number or Bank Account Information.) Provide additional information if required for CC verification and click Continue when done.

The screenshot displays the 'Deposit Payment' interface for The University of Texas at Tyler. At the top, the university logo and navigation links (My Account, Make Payment, Payment Plans, Deposits, Help) are visible. The main heading is 'Deposit Payment'. A progress bar indicates the current step is 'Amount', with 'Payment', 'Confirmation', and 'Receipt' following. The 'Amount' field is populated with '\$200.00'. The 'Method' dropdown menu is open, showing 'Credit or Debit Card' and a 'Select' button. Below the form, there are sections for 'Electronic Check' and 'Debit and Credit Card' with logos for various card brands.

9. Confirm Payment

Confirm the information is accurate. Make changes if necessary by clicking Back. Once the information is confirmed to be accurate, click the Submit Payment button.

10. Payment Results

This page will show that the payment is successful or not.

- If the payment is successful, this is the final step for the student.
- If the payment is not successful, click the "Deposits" tab and start over OR contact Student Business Services to determine how to correct the error.
- If you are finished with the payment portal, click Log Out within the payment frame.
- Return to myUTTyler by clicking on the Student Center link in the left menu.
- Once you are finished in myUTTyler, please Sign out and close your browser for security purposes.