

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 myUTTyler
2. Click the drop down arrow at the top center of the page and choose Student Homepage
3. On the Student Homepage, choose the “My Finances” tile. A balance of \$200 will show Due Now. Select “Manage My Finances”.
4. If prompted, log in using your Patriots email and password to access the payment portal
5. Click Deposits
6. Click the “Select Term” drop down menu, choose the Fall term and click the Select button.
7. 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.

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.

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. The Payment Results 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.

11. Return to myUTTyler by clicking on the open tab.

Once you are finished in myUTTyler, please Sign out and close your browser for security purposes.