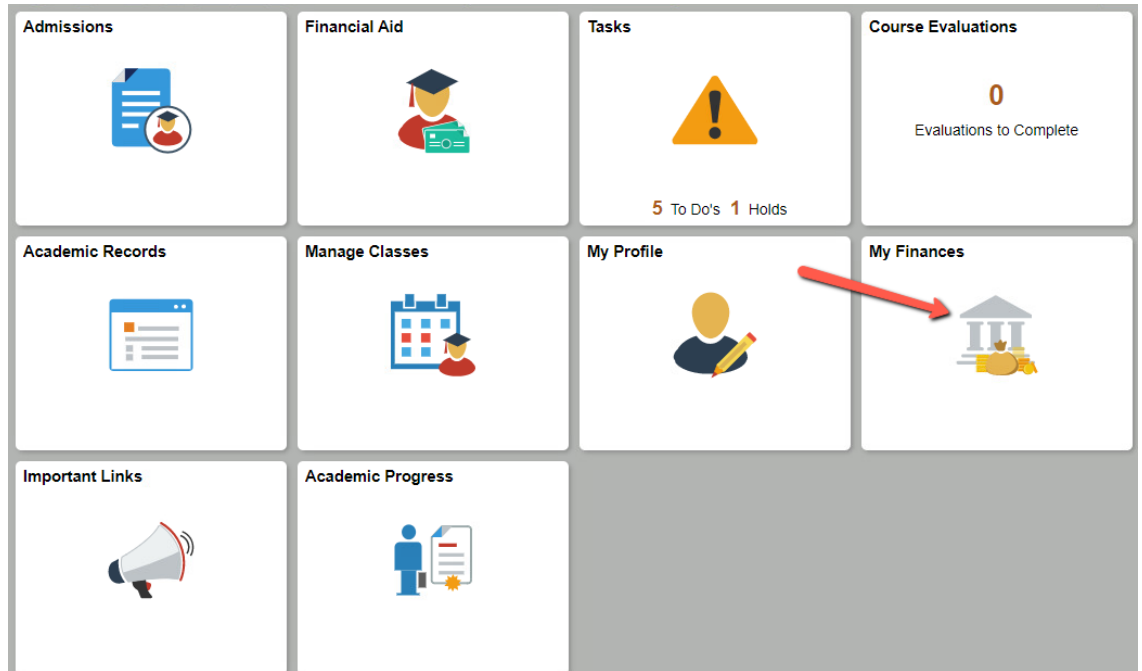


How To Save Your eBill As A PDF

- Access your eBill
 - After logging into your myUTTyler, click the “My Financials” tile.



- Select “Manage My Finances” on the left side of the page.

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 If you believe you have financial aid and/or scholarships that will pay for your classes, please contact the One Stop Enrollment Center at enroll@uttyler.edu or 903-566-7180 (select Financial Aid) to verify all necessary requirements have been met.
Charges Due	VA Benefits If you are using VA Benefits, please contact the Military and Veterans Success Center at MVSC@uttyler.edu or 959-722-5972.
View 1098-T	If you have not completed all necessary requirements, your benefits may be delayed.
Enroll in Emergency Loan	Payment Plans 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 payment plan 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. Click here for more information and due dates.
Pending Financial Aid	Tuition & Fee Refunds If you have withdrawn from classes and are expecting a reduction of your tuition and fees, refer to the tuition and fee refund schedule . Please keep in mind that dropping classes may impact your financial aid eligibility and result in a credit balance refund owed to UT Tyler.
Purchase Miscellaneous Items	Credit Balance Refunds A credit balance refund occurs when the payments made to your account are more than the amount that you owe to the university. All financial aid refunds are subject to account review and federal eligibility/regulation requirements.










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

- 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.

Statements

Please make sure your browser's pop-up blocker is disabled before you view a statement.

Show entries Search:

Statement Date	Due Date	Amount	Action
03/31/2019		\$0.00	 View
03/24/2019		\$0.00	
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	


Showing 1 to 10 of 12 entries Previous **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**

Destination  ...



Pages All

Copies

Layout ▼

Options Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

- o Click "Save as PDF" under "Local Destinations."

Select a destination



Recent Destinations




Local Destinations [Manage...](#)




- o Click the "Save" box.

Print

Total: **1 page**



Destination  Save as PDF

Pages All

e.g. 1-5, 8, 11-13

Layout

Paper size

Margins

Options Headers and footers

Background graphics

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

