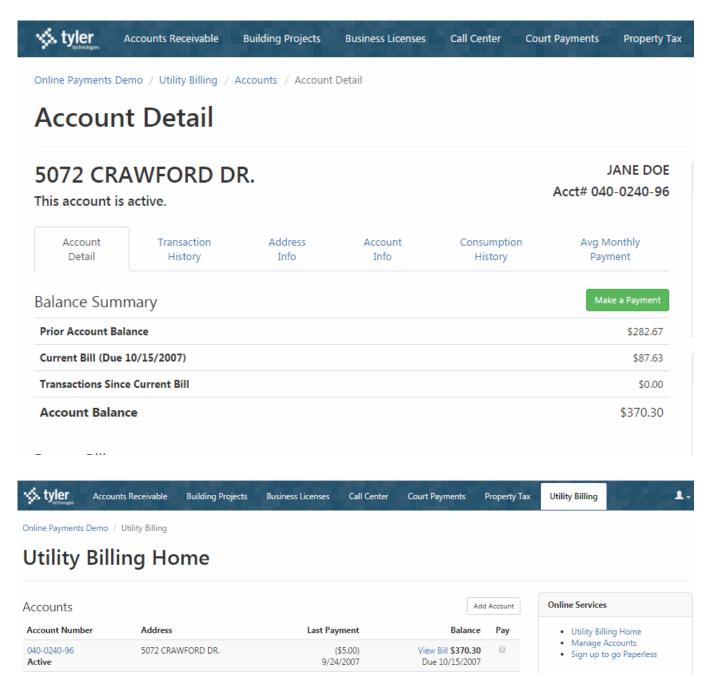
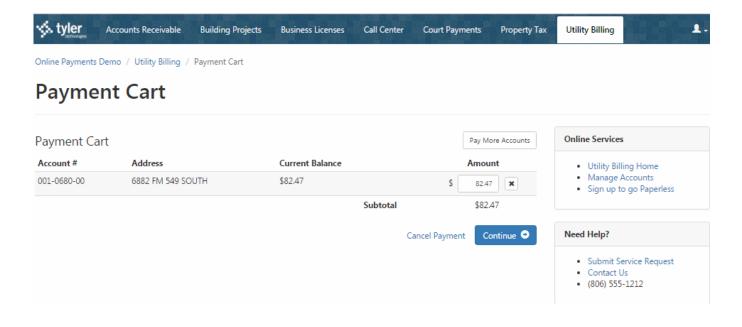
## Make a Payment on an Account

Follow the steps below to make a payment on the Utility Billing site:

On the <u>Utility Billing Home page</u>, click an account number to display the <u>Account Detail page</u>.

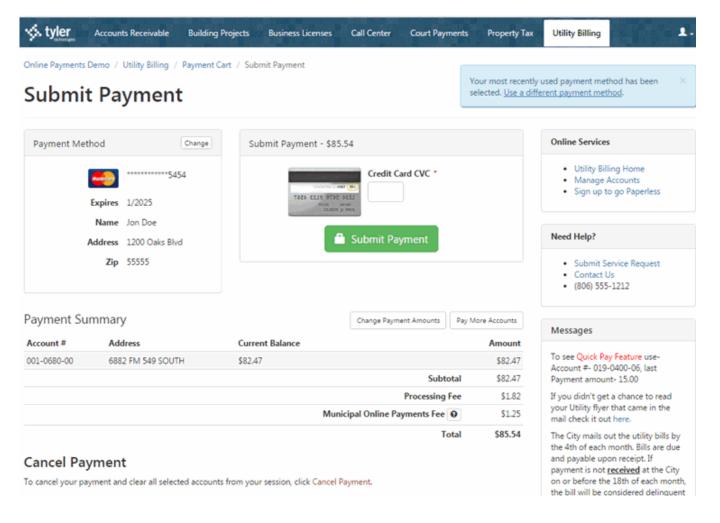


 Click Make a Payment to display the <u>Payment Cart page</u>. If the site accepts partial payments, enter the amount to pay in the <u>Amount field</u>. Click <u>Pay More Accounts</u> to add payments for additional accounts on this transaction.

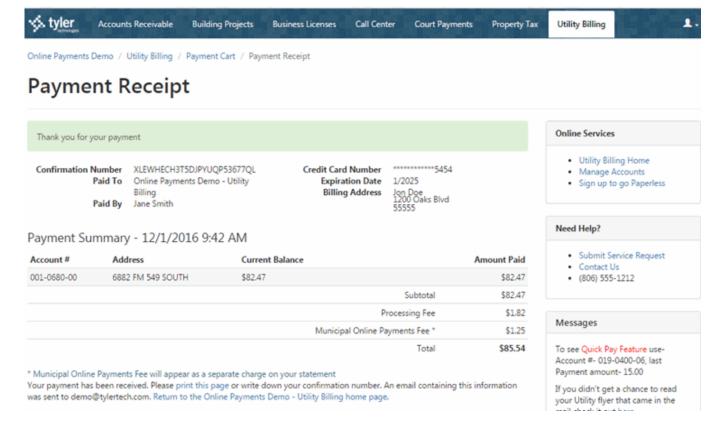


**NOTE** If the site does not allow partial payments, users do not see the Payment Cart page. Instead, they move directly to the Select a Payment Method page.

3. Click Continue to display the <u>Submit Payment page</u>. Confirm everything on the page is correct. To change the payment method, click Change in the Payment Method Section. To change the payment amount, click Change Payment Amounts button in the Payment Summary section (if the site allows partial payments). Click Pay More Accounts to add payments for additional accounts to this transaction.



4. Click **Submit Payment** to complete the payment. The <u>Payment Receipt page</u> displays. To print a receipt, click **Print This Page** at the bottom of the page. The system automatically emails a copy of this receipt to the user's email address.



## **Related Topics**

Log In to the Online Services Website

Submit a Service Request

Contact Us

Need more help? Visit Tyler University, Tyler Community, or contact your Support Team.











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