How to Make a Payment in MyUTH

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- Access the **MyUTH Student Portal**
  
  Link: [https://uthidp.uth.edu/nidp/saml2/sso?id=Campus-Affiliate-LOA2-DUO&sid=0&option=credential&sid=0](https://uthidp.uth.edu/nidp/saml2/sso?id=Campus-Affiliate-LOA2-DUO&sid=0)
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- **If you are an MDA student,** then you will need to click to the right where it says “MD Anderson Cancer Center” to go to the MDA/UTH student portal:

![Protective Resource](image1)

- Here you will need to enter your **MDA credentials** (do not enter your UTH credentials) and login, which will then allow you to make a payment via the MDA student portal.

![MD Anderson Cancer Center](image2)
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1. Upon login, click on the ‘Financial Account’ tile to proceed to financial pages

2. Click on ‘Make a Payment’ to take you to the payment page
3. On the payment page, the following should reflect:
   a. **The amount due on the account immediately**, including any non-installable fees, past due fees, etc., this amount depends on the most recent due date in the installment plan
   b. **The payment amount field should be blank for students**, until an amount is entered manually or the “Pay Charges Due Now Only” button is selected and populated
   c. **The “Pay Charges Due Now Only button will”**:
      - Calculate any amount due immediately (1st installment with fees) AND—if in between installment due dates—it will include installment amount #2 or installment amount #3 into the payment amount.
      - Example: 5/12/23 is the first installment due date, but student is in late registration. The amount will reflect the first + second installment + any non-installable fees + late registration fees, as ‘charges due now’. If this is before the second installment due date, the student can manually enter what they would prefer to pay based on their ‘Detailed Charges’ below, and then pay the remaining balance prior to that second installment due date.
   d. **The detailed “My Charges” section**, which will reflect all installment amounts, their due dates, any fees, and additional balances on the account.
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4. Click the “Next” button to proceed to payment method

Select method of payment, and click “Next”
5. Select “Continue to Make Payment” and this will redirect you to our external vendor to complete credit card/check processing.

6. On the MyUTH Online Payment Center/ACI screen (our vendor, check your pop-ups if not visible), enter your payment information, select “Continue,”
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Accept Terms:

7. Enter your address and other account information:
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Click ‘Continue’ after verifying your account information:

8. Remain on page while payment is being processed (IMPORTANT! Do not close any windows)
9. The system will once again ask you to confirm/submit your payment, click “Submit”:

10. If the payment went through successfully, you will now see a “Payment Result” confirmation screen.
You may now close the ACI/External vendor payment site, which will leave you on the MyUTH Self-Service page. Proceed to navigate to any other page or logout.