Access eBill in Bill+Payment Suite

This document details how the Bill+Payment Suite enables you to access your current and previous university billing statements online.

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<th>Step</th>
<th>Action</th>
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| 1.   | Navigate to your MaineStreet Student Center.  
      In the **Finances** section of the Student Center, the total account balance due displays in the **Account Summary** box. The account balance figure only includes charges due...not deposits due. If a deposit is due on the account, that amount displays in the Deposits line.  
      Select the **Details/Bill/Pay** link to access the **Account Summary** page. |
### Step 2

On the **Account Summary** page, charges and deposits due will display along with Pending Financial Aid. If you have accounts at multiple institutions, the amounts will display in a separate row for each institution. The total amount due all institutions displays, as well.

Click the **View Bill/Payment Options** button to select options.
Step | Action
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3. | To navigate to TouchNet’s Bill+Payment Suite, select the **Access TouchNet Bill+Payment** button.
How to Access your University eBills in Bill+Payment Suite

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4. | On your Bill+Payment Student Account Home page, you can view summary information about your account. To access an eBill, select the eBills menu option at the top of the page.
Step | Action
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5. | On the **Account Summary** page on the **eBills** tab Click the **View eBills** link to access any bills uploaded to your account.
## How to Access your University eBills in Bill+Payment Suite

**Step** | **Action**  
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6. | Select the [View Current Billing Statement](#) link to open in a new window the most recent bill uploaded to your account. You can view previous billing statements, as well.  
Select a link for the bill you wish to view.
Step | Action
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7. | After opening the bill, you can print it or save it to your computer. Select in the top right-hand corner of the bill to close it.
8. Select the menu option to return to your Bill+Payment Suite home page.
### How to Access Your University eBills in Bill+Payment Suite

**Step** | **Action**
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