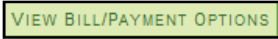




How to Access your eBill in Bill+Payment Suite

1.	<p>Navigate to your MaineStreet Student Center.</p> <p>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.</p> <p>Select the View Bill/Payment Options link link to access the Account Summary page.</p>
2.	<p>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.</p> <p>Click the  button to select options.</p>
3.	<p>First, click on the drop-down arrow in the Select institution to make a payment or view a bill for field to lookup and select the appropriate institution.</p> <p>All institutions where you have account activity (past/current charges and payments) will appear listed. Click on the appropriate institution to select it.</p>
4.	<p>Select the Go>>> button to open TouchNet's Bill+Payment Suite in a new window.</p>
5.	<p>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.</p>
6.	<p>On the Account Summary page on the eBills tab Click the View eBills link to access any bills uploaded to your account.</p>
7.	<p>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.</p> <p>Select a link for the bill you wish to view.</p>
8.	<p>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.</p>
9.	<p>Select the  menu option to return to your Bill+Payment Suite home page.</p>
10.	<p>End of Procedure.</p>