## How to Access your eBill in Bill+Payment Suite

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 **View Bill/Payment Options** link link to access the **Account Summary** page.

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.

3. **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.**

   All institutions where you have account activity (past/current charges and payments) will appear listed. Click on the appropriate institution to select it.

4. **Select the Go button to open TouchNet's Bill+Payment Suite in a new window.**

5. **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.**

6. **On the Account Summary page on the eBills tab Click the View eBills link to access any bills uploaded to your account.**

7. **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.

8. **After opening the bill, you can print it or save it to your computer. Select \(\times\) in the top right-hand corner of the bill to close it.**

9. **Select the menu option to return to your Bill+Payment Suite home page.**

10. **End of Procedure.**