



Process Document Processing Application Fees – Credit Card Payment

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Processing Application Fees – Credit Card Payment

Concept

Admissions uses Student Financials functionality to process payment of application fees. On the [Application Data](#) page you can process check, cash and credit card payments. The process allows you to enter full or partial payments and track the current status of a payment. This lesson covers how to process a full credit card payment.

The credit card industry has established a Payment Card Industry Data Security Standard that establishes common processes and precautions for handling, processing, storing and transmitting credit card data. These standards subject the University to annual compliance reviews and potential fines in the event of a security breach. *TouchNet* was acquired for the purpose of providing a credit card payment solution that would eliminate the storage of credit card numbers by the University, either electronically or in hard copy form.

After you add or lookup an application, click on the **Application Data** tab to open that page and process the payment.

Process Document

Processing Application Fees – Credit Card Payment



Procedure

The screenshot shows the 'Application Fee Information' section of the MaineStreet application system. The section is highlighted with a red box. It contains the following information:

- Calc. Status: Pending (with a link to [Calculate Application Fees](#))
- Fee Status: Pending (with a link to [Transaction Summary](#))
- Fee Type: Standard (with a link to [Display Errors / Warnings](#))
- Buttons: Post A Payment, TouchNet, Waive Fee

Step	Action
1.	<p>Application fee payments are processed from the Application Data page. If you are processing a payment for a previously entered application, review and verify information previously entered on the page and apply changes if necessary. If you are processing a payment while adding an application, you must first enter data in the required fields in the Application Data section.</p> <p>You will process the payment from the Application Fee Information section of the page. What initially appears in the Calc. Status and Fee Status fields will depend on the application status.</p> <p>Click the TouchNet button to start the payment process.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">TouchNet</div>



MaineStreet Home Add to Favorites Sign out

New Window | Customize Page | nts

STEP: 1-2-3-4

1. E-Payment Institution

TouchNet
GET THE CURVE™

Welcome to your payment processing page. Select the employee and institution you want to process a payment against and then click the Next button. This will take you to the employees payment account summary page where you will continue to enter payment information before linking to the TouchNet® site for payment process.

Select the student for payment processing... 0619955 Julie Student

Select the Institution for payment... [Dropdown]

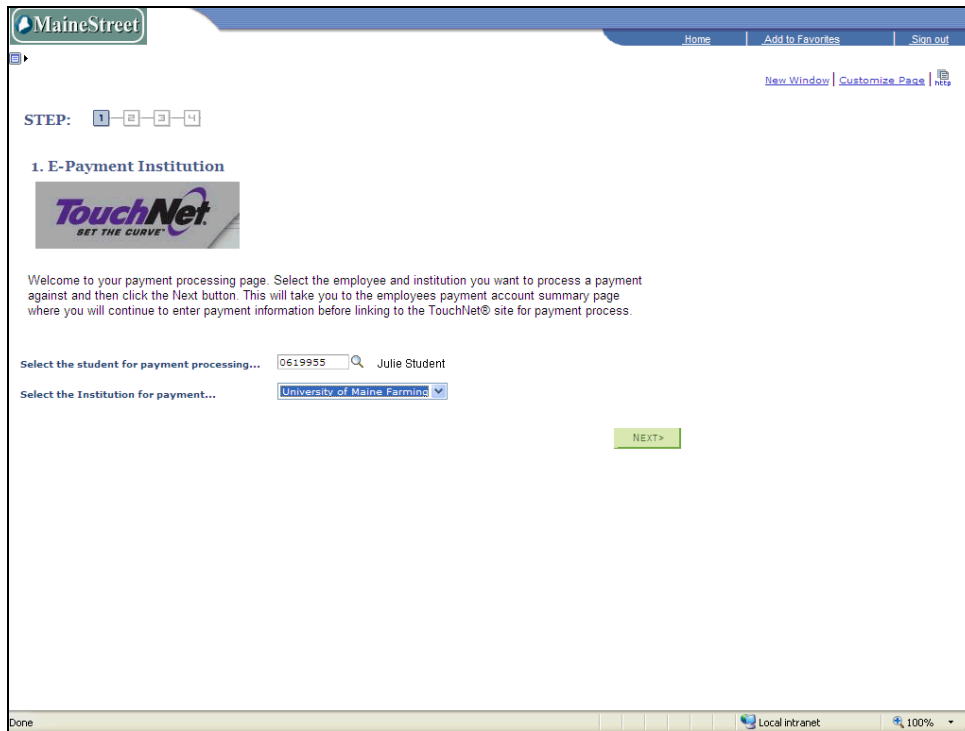
NEXT >

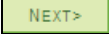
Done Local intranet 100%

Step	Action
2.	<p>There are four steps in the TouchNet credit card payment process. During steps one through three you will enter information that will be sent over to the TouchNet system in Step four.</p> <p>For STEP 1, you will verify the applicant's name in the <i>Select the student for payment processing</i> field.</p> <p>In the <i>Select the Institution for payment</i> field, click on the drop-down arrow and select the appropriate Institution. <i>Note - If you are a campus employee, only your Institution will appear in the listing.</i></p>

Process Document

Processing Application Fees – Credit Card Payment



Step	Action
3.	Click the Next> button to advance to STEP 2 . 



STEP: 1 2 3 4

2. E-Payment Allocation

Below is a list of items owed for Julie Student for the institution selected. Once you have completed entering payment information, click on the Next button to continue your process.

Total Amount Due -----> \$40.00 **PAY ALL** **CLEAR ALL**

Payment Amount-----> \$0.00

Remaining Amount -----> \$40.00

Payment Institution

University of Maine at Farmington

Items I Owe...

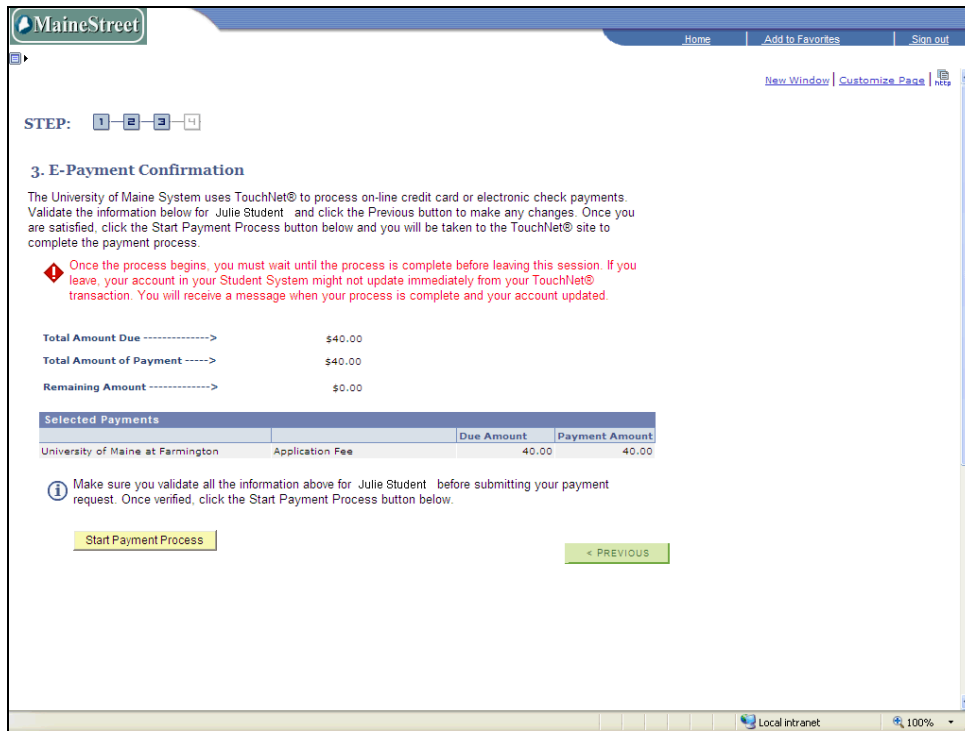
Item Description	Term	Due Amount	Payment
1 Application Fee	2008 Fall	\$40.00	<input type="text"/>

<PREVIOUS **NEXT>**

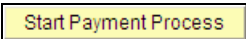
Step	Action
4.	<p>For STEP 2, you will enter information about the payment amount. When full payment was received, click on the PAY ALL button to automatically enter that amount in the Payment Amount field.</p> <p>If a partial payment was received, enter the amount received in the Payment field located in the Items I Owe... section of the page.</p> <p>For this example, click the Pay All button.</p> <p>PAY ALL</p>
5.	<p>Click the Next> button to advance to STEP 3.</p> <p>NEXT></p>

Process Document

Processing Application Fees – Credit Card Payment



Step	Action
6.	<p>For STEP 3, validate the payment amount. This is your last opportunity to apply a correction before going to TouchNet's site. If a correction is necessary, click the Previous button.</p> <p>For this example, click the Start Payment Process button to advance to STEP 4 and go to TouchNet's site. <i>Note:</i> As the warning message in red text indicates, after you click the Start Payment Process button, you must complete the process before leaving the session.</p>





Process Document Processing Application Fees – Credit Card Payment

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On-line Payments
VISA MasterCard Discover echeck

Please select a payment method and verify the amount

Payment Method: Bank Account (checking/savings)

Verify payment amount: \$ 40.00

CANCEL CONTINUE

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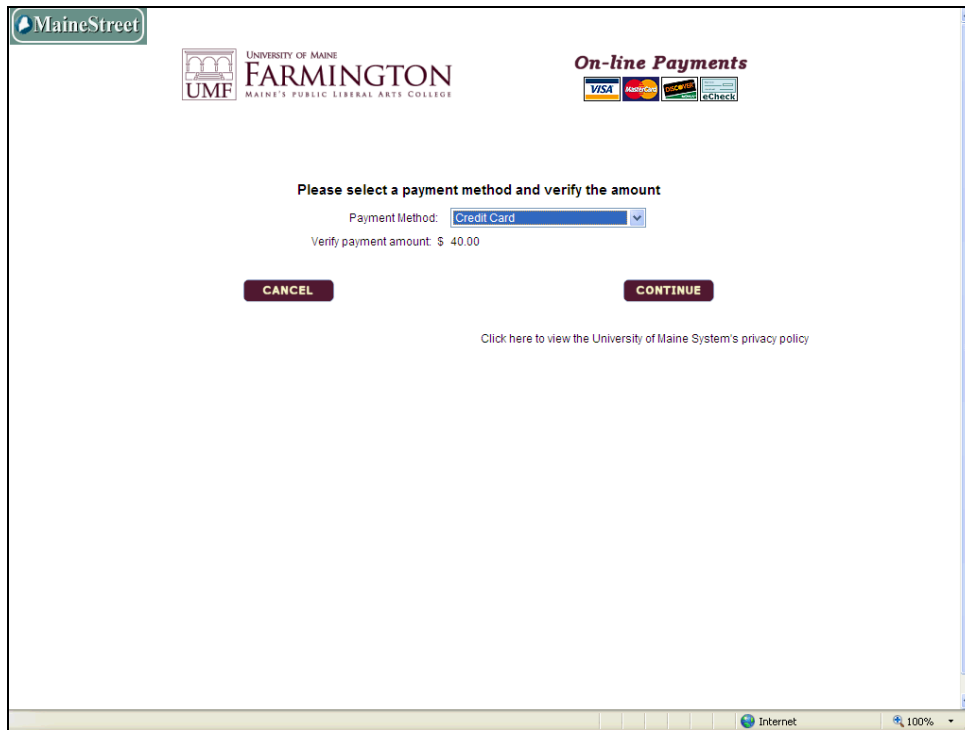
Step	Action
7.	<p>You are now at STEP 4 in the process and in TouchNet's system. Your Institution's logo will appear in the top-left corner of the page.</p> <p>At this point, click on the drop-down arrow in the Payment Method field to select the type of payment you are processing.</p>



Process Document





Processing Application Fees – Credit Card Payment



Step	Action
8.	<p>Click on the appropriate payment method to select it.</p> <p>In this example, you are processing a credit card payment so click on Credit Card to select it.</p> <div data-bbox="370 1224 699 1251" style="border: 1px solid black; padding: 2px;">Credit Card</div>





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On-line Payments





Please select a payment method and verify the amount
 Payment Method:
 Verify payment amount: \$ 40.00

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Internet 100%

Step	Action
9.	Verify the payment amount. Click the <i>continue</i> button to advance to the next page in TouchNet's system. <input type="button" value="CONTINUE"/>

Process Document

Processing Application Fees – Credit Card Payment



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On-line Payments
VISA MASTERCARD AMERICAN EXPRESS DISCOVER eCheck

Please enter your credit card information

Credit Card Type:

Account Number:

Expiration Date:

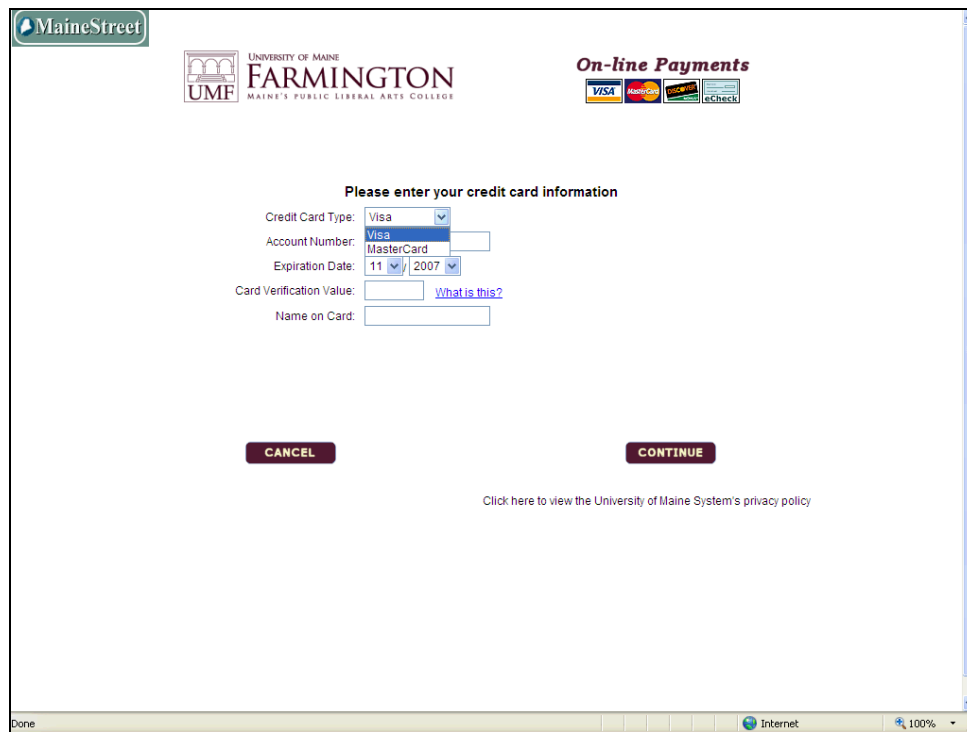
Card Verification Value: [What is this?](#)



Name on Card:


CANCEL **CONTINUE**



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Step	Action
10.	On this page you will enter the required information about the credit card being used for this payment. Click on the drop-down arrow in the <i>Credit Card Type</i> field.





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On-line Payments


Please enter your credit card information

Credit Card Type:

Account Number:

Expiration Date: /

Card Verification Value: [What is this?](#)

Name on Card:

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Step	Action
11.	<p><i>Visa</i> and <i>MasterCard</i> are the only credit card options.</p> <p>Click on the appropriate credit card to select it.</p>

Process Document

Processing Application Fees – Credit Card Payment



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On-line Payments
VISA MasterCard American Express eCheck

Please enter your credit card information

Credit Card Type:

Account Number:

Expiration Date:

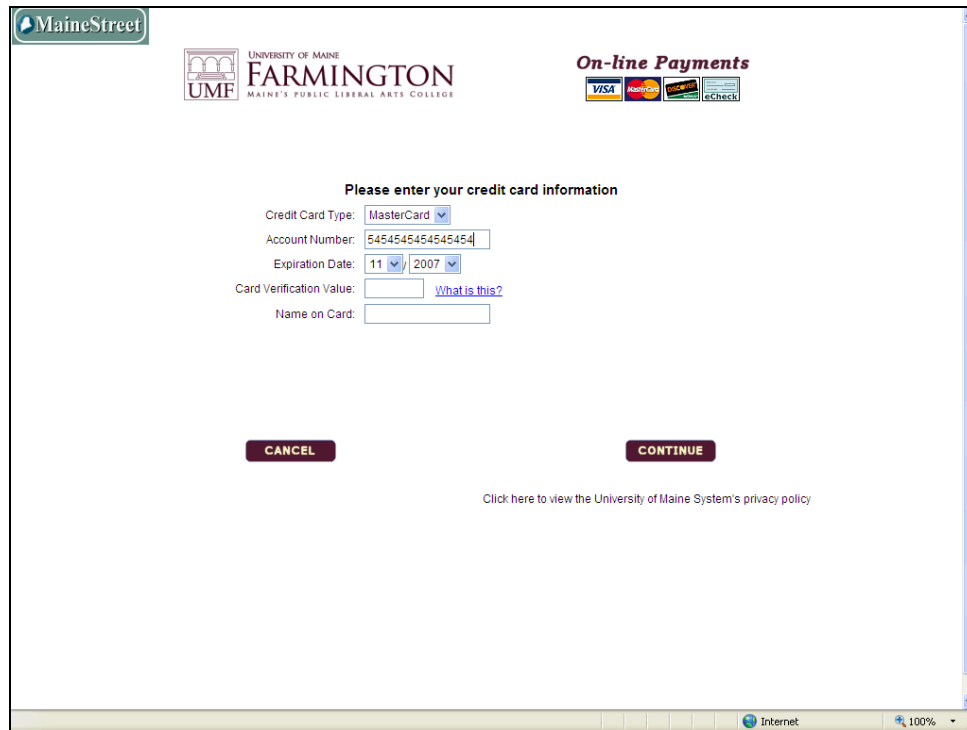
Card Verification Value: [What is this?](#)




Name on Card:

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Step	Action
12.	Enter the credit card account number in the <i>Account Number</i> field.



Please enter your credit card information

Credit Card Type:

Account Number:

Expiration Date: /

Card Verification Value: [What is this?](#)

Name on Card:

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Step	Action
13.	Enter the credit card expiration date in the <i>Expiration Date</i> Fields.

Process Document

Processing Application Fees – Credit Card Payment





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On-line Payments


Please enter your credit card information

Credit Card Type:

Account Number:

Expiration Date: /

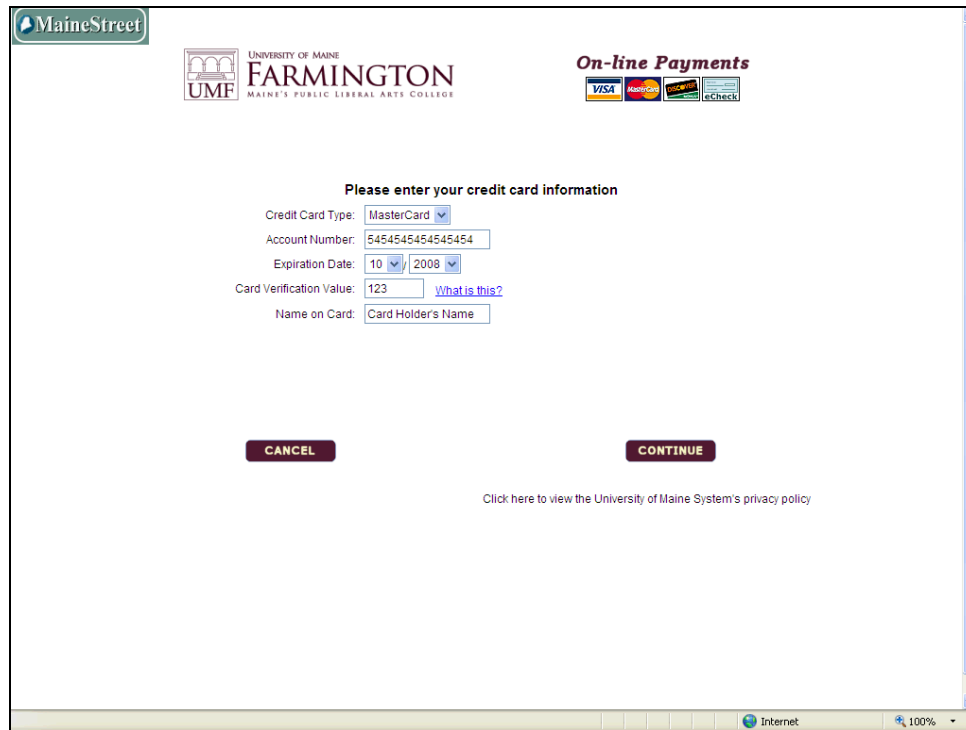
Card Verification Value: [What is this?](#)




Name on Card:

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Step	Action
14.	In the <i>Card Verification Value</i> field, enter the card's CVV number.
15.	Enter the card holder's name in the <i>Name on Card</i> field.



Please enter your credit card information

Credit Card Type:

Account Number:


Expiration Date: /

Card Verification Value: [What is this?](#)

Name on Card:

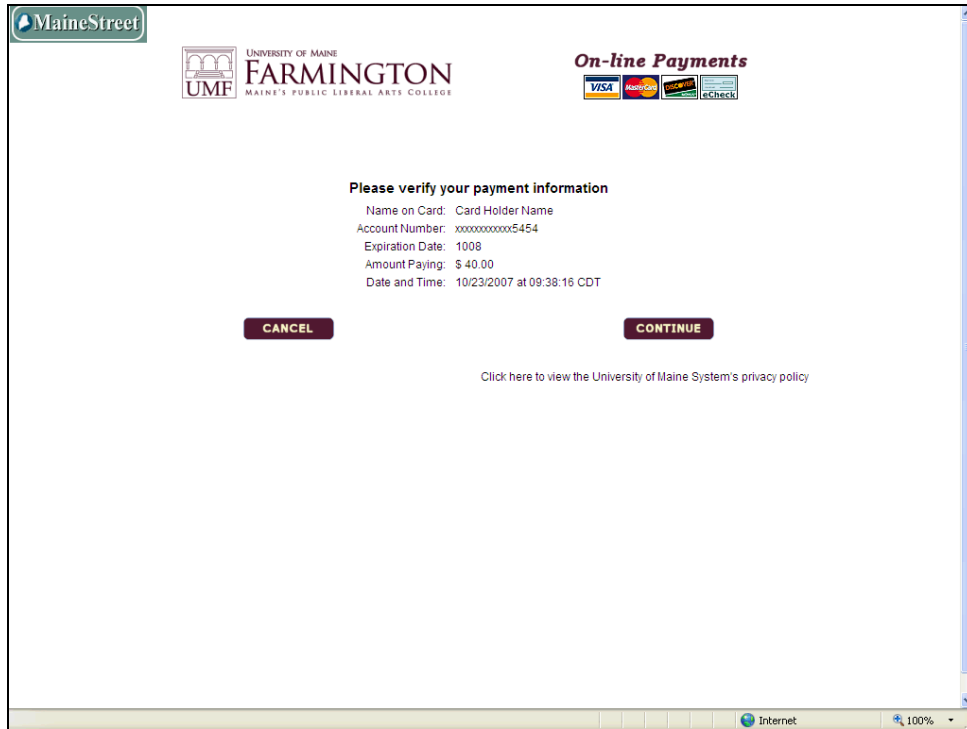
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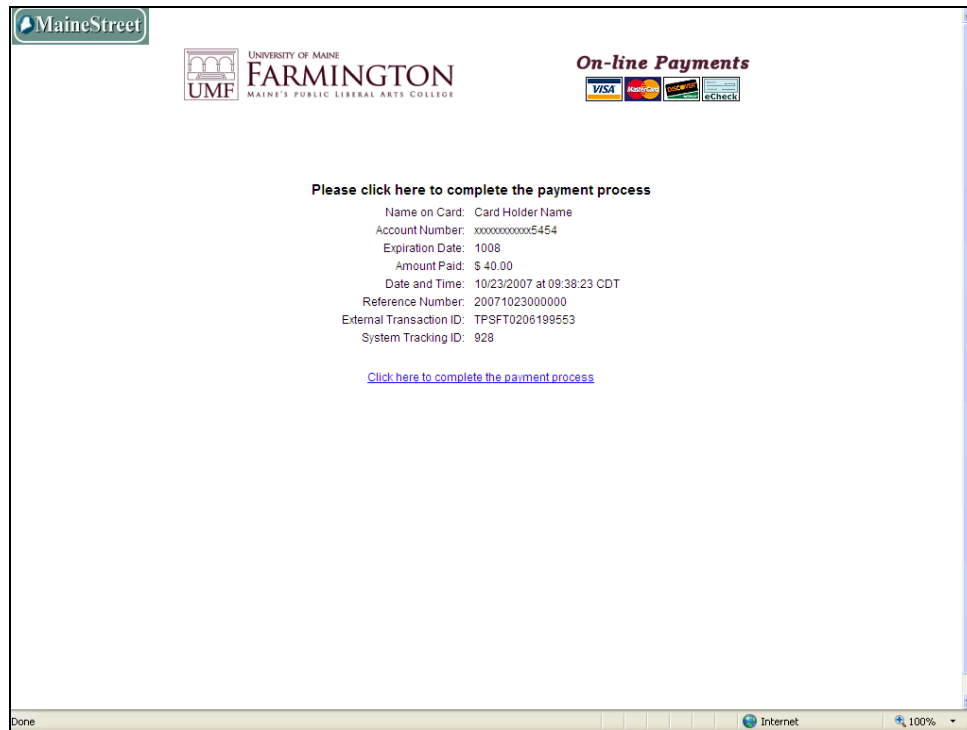
Step	Action
16.	When finished, click the continue button. 

Process Document

Processing Application Fees – Credit Card Payment



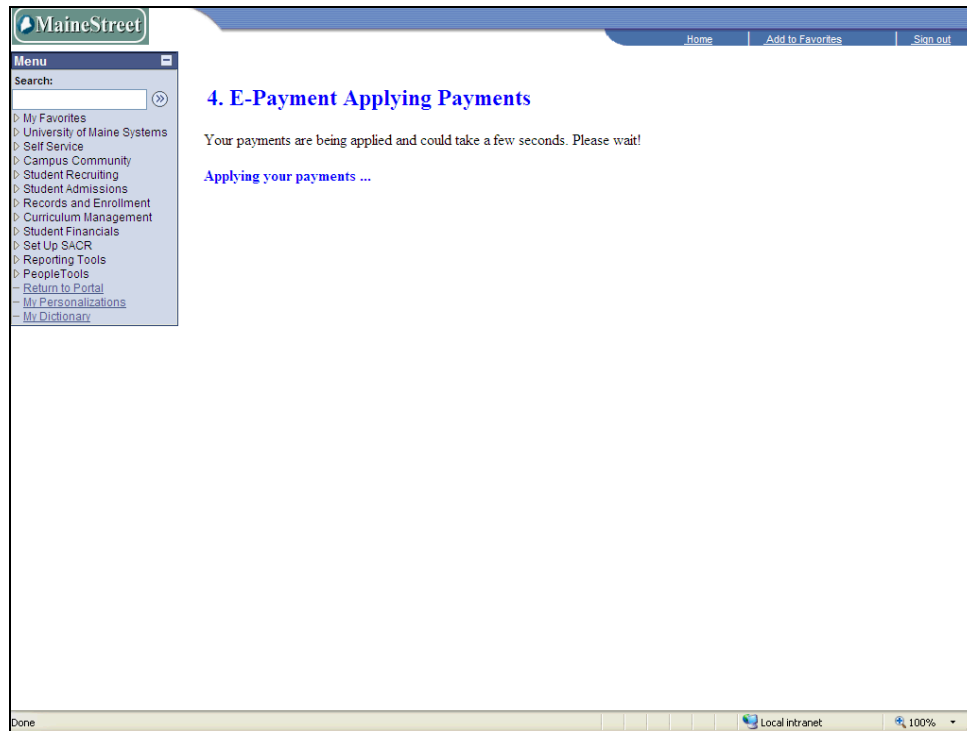
Step	Action
17.	At this point, verify that the information on the page is correct. Click the continue button. 



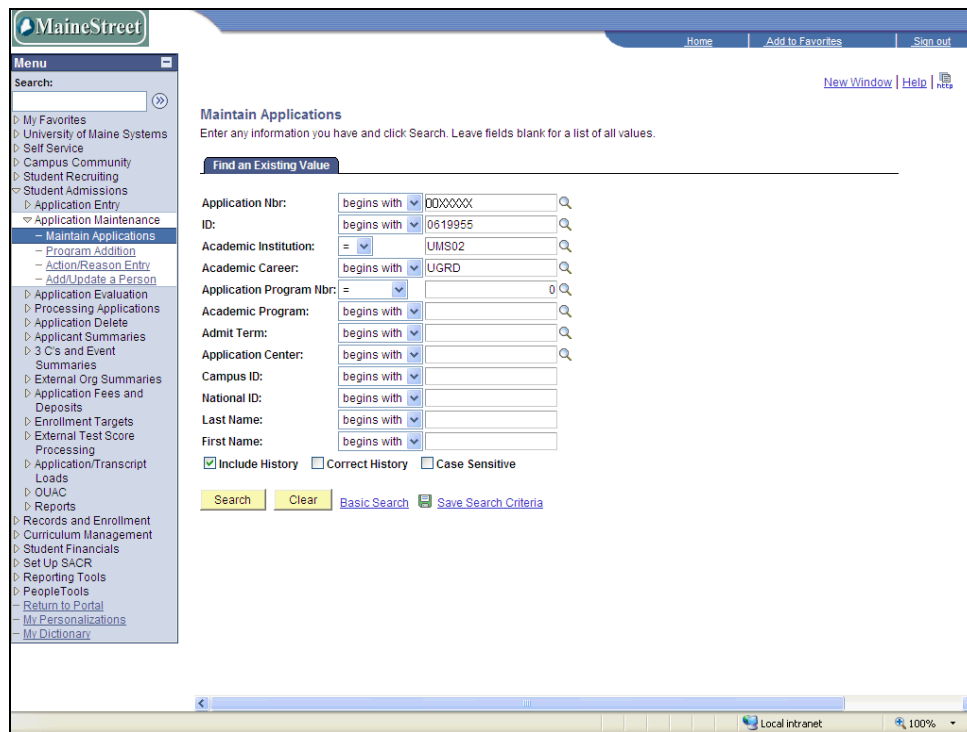
Step	Action
18.	<p>The page displays information about the payment and the TouchNet Reference Number, External Transaction ID and System Tracking ID. These identifiers will be sent back to PeopleSoft and can be used for tracking and/or reporting purposes.</p> <p>Click the Click here to complete the payment process link.</p> <p>Click here to complete the payment process</p>

Process Document

Processing Application Fees – Credit Card Payment




Step	Action
19.	This page informs you the payment is being applied. A series of blue dots will appear to indicate the process is running.



MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 

Menu


Search:


- My Favorites
- University of Maine Systems
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Application Entry
- Application Maintenance
 - Maintain Applications**
 - Program Addition
 - Action/Reason Entry
 - Add/Update a Person
 - Application Evaluation
 - Processing Applications
 - Application Delete
 - Applicant Summaries
 - 3 C's and Event Summaries
 - External Org Summaries
 - Application Fees and Deposits
 - Enrollment Targets
 - External Test Score Processing
 - Application/Transcript Leads
 - OUJAC
 - Reports
 - Records and Enrollment
 - Curriculum Management
 - Student Financials
 - Set Up SACR
 - Reporting Tools
 - PeopleTools
 - Return to Portal
 - My Personalizations
 - My Dictionary


Maintain Applications


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value


Application Nbr: begins with 


ID: begins with 


Academic Institution: 


Academic Career: begins with 


Application Program Nbr: 


Academic Program: begins with 


Admit Term: begins with 

Application Center: begins with 


Campus ID: begins with 

National ID: begins with 

Last Name: begins with 

First Name: begins with 

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

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Step	Action
20.	<p>When the process completes, you will be taken to PeopleSoft's Maintain Application page. The applicant's application number, ID, Academic Institution and Career will enter be default on the page.</p> <p>Click the Search button to open the Application Program Data page.</p> <p><input type="button" value="Search"/></p>

The screenshot shows the MaineStreet application system interface. The left sidebar contains a menu with various navigation options. The main content area displays application details for a credit card payment. Key information includes:

- Application Program Data:** Application Program Data, Application Data, Application School/Recruiting, Application Student Response
- Cred Payment:** 0619955
- Academic Institution:** University of Maine Farmington
- Academic Career:** Undergraduate
- Application Number:** 00381560
- Application Data:**
 - *Application Center: UGRD (UgrdAppCen)
 - *Admit Type: FYR (First-Year)
 - *Application Date: 10/23/2007
 - *Academic Level: [Dropdown]
 - *Created On: 10/23/2007
 - *Notification Plan: Regular
 - *Application Method: Hard Copy
- Additional Information:**
 - Housing Interest: [Dropdown]
 - Financial Aid Interest:
- File Information:**
 - Complete:
 - Date: [Dropdown]
 - External Application Nbr: [Text Field]
- Application Fee Information:**
 - Calc. Status: Calculated
 - Fee Status: Received
 - Fee Type: Standard
 - Buttons: Post A Payment (grayed-out), TouchNet (grayed-out), Waive Fee (active)
 - Links: Calculate Application Fees, Transaction Summary, Display Errors / Warnings

At the bottom, there is a "Transfer To:" dropdown set to "Education" and a "Go" button. Below that are buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

Step	Action
22.	<p>Since the app fee payment was paid in full, the Post A Payment button and the TouchNet buttons are grayed-out. The Waive Fee button remains active in case the fee needs to be waived at a future date.</p> <p>Click the Transaction Summary link to review summary information about the transaction.</p> <p>Transaction Summary</p>

Process Document

Processing Application Fees – Credit Card Payment



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', and 'Application Maintenance'. The main content area is titled 'Application Data' and 'Application Items'. It displays the following information:

- ID:** 0619955
- Application Number:** 00381560
- Application Fee Date:** 10/23/2007
- Fee Amount:** 40.00 USD
- Status:** Received
- Fee Paid:** 40.00 USD

Below this information is a table with the following data:

Item Description	Account Number	Short Description	Amount
Application Fee	ADM_FEE001	2008 Fall	40.00 USD
Payment by Credit Card Online	ADM_FEE001	2008 Fall	-40.00 USD

There is a 'Show Tender Details' link next to the second row of the table. A 'Return' link is also visible below the table.

Step	Action
23.	<p>Note that the Status shows <i>Received</i>, the fee amount was paid in full and the Item Description of <i>Payment Credit Card Online</i>.</p> <p>Click on the Show Tender Details link.</p> <p>Show Tender Details</p>



Process Document

Processing Application Fees – Credit Card Payment



Step	Action
24.	<p>The Tender Details page shows the type of Credit Card used to make the payment and the <i>TouchNet Reference Number</i> for the payment.</p> <p>Click the Return button to return to the Transaction Summary page.</p> <p>Return</p>

Process Document

Processing Application Fees – Credit Card Payment



The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with categories like 'My Favorites', 'University of Maine Systems', and 'Application Maintenance'. The main content area is titled 'Application Data' and 'Application Items'. It displays application details such as ID (0619955), Application Number (00381560), Application Fee Date (10/23/2007), and Status (Received). Below this is a table of application items.

Item Description	Account Number	Short Description	Amount
Application Fee	ADM_FEE001	2008 Fall	40.00 USD
Payment by Credit Card Online	ADM_FEE001	2008 Fall	-40.00 USD

Below the table is a [Return](#) link.

Step	Action
25.	Click the Return link. Return
26.	End of Procedure.