



Authorizing User in Bill+Payment Suite

Concept

Touchnet's Bill+Payment Suite is where students process payments for charges and deposits due. In the Bill+Payment Suite, students can view their current account balance and unbilled account activity, view their bill, pay online using a credit card or electronic check, enroll in payment plans and authorize others to make payments for them. This topic explains how to add an authorized user the Bill+Payment Suite.

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Procedure

The screenshot shows the MaineStreet Student Center interface. The user ID is 0039386. The page is divided into several sections:

- Academics:** Includes links for Enrollment, My Class Schedule, Wash List, Add a Class, Drop a Class, Academic History, Grades, Degree Progress, Academic Summary, and Acad Hist by Subject. A dropdown menu is set to 'other academic...'. A table titled '2010 Fall Schedule' lists classes with columns for Class, Schedule, and Room.

Class	Schedule	Room
GRE 251-0001 LEC (15117)	TuTh 11:45AM - 1:00PM	Payson Smith 200 - P
HTY 394-0004 LEC (14898)	MoWe 2:45PM - 4:00PM	Luther Bonney 302 - P
HTY 400-0002 SEM (14879)	We 7:00PM - 9:30PM	Luther Bonney 310 - P
LAT 210-0001 SEM (9748)	MoWe 11:45AM - 1:00PM	Payson Smith 207 - P
- Finances:** Includes links for My Account, Details/Bill/Pay, Financial Aid, View Financial Aid, Accept/Decline Awards, and FAFSA Status. A dropdown menu is set to 'Account Activity'. An 'Account Summary' box displays:
 - My account balance is 1,668.04.
 - My total amount due is 1,668.04.
 - Charges: 1,668.04.
 - Deposits: 0.00.
 - Currency used is US Dollar.
- Message Center:** SEARCH FOR CLASSES, You have no new messages. Open Message Center.
- Holds:** No Holds.
- To Do List:** Application Fee details.
- Enrollment Dates:** Open Enrollment Dates.
- Advisor:** details.
- UMS Web Links:** University of Maine System, Forward Your @maine.edu Email.

Step	Action
1.	In the <i>Finances</i> section of the Student Center , an <i>Account Summary</i> shows your total charges and deposits due. To view detailed information about your account and to access your Bill+Payment Suite student account, click the Details/Bill/Pay link.



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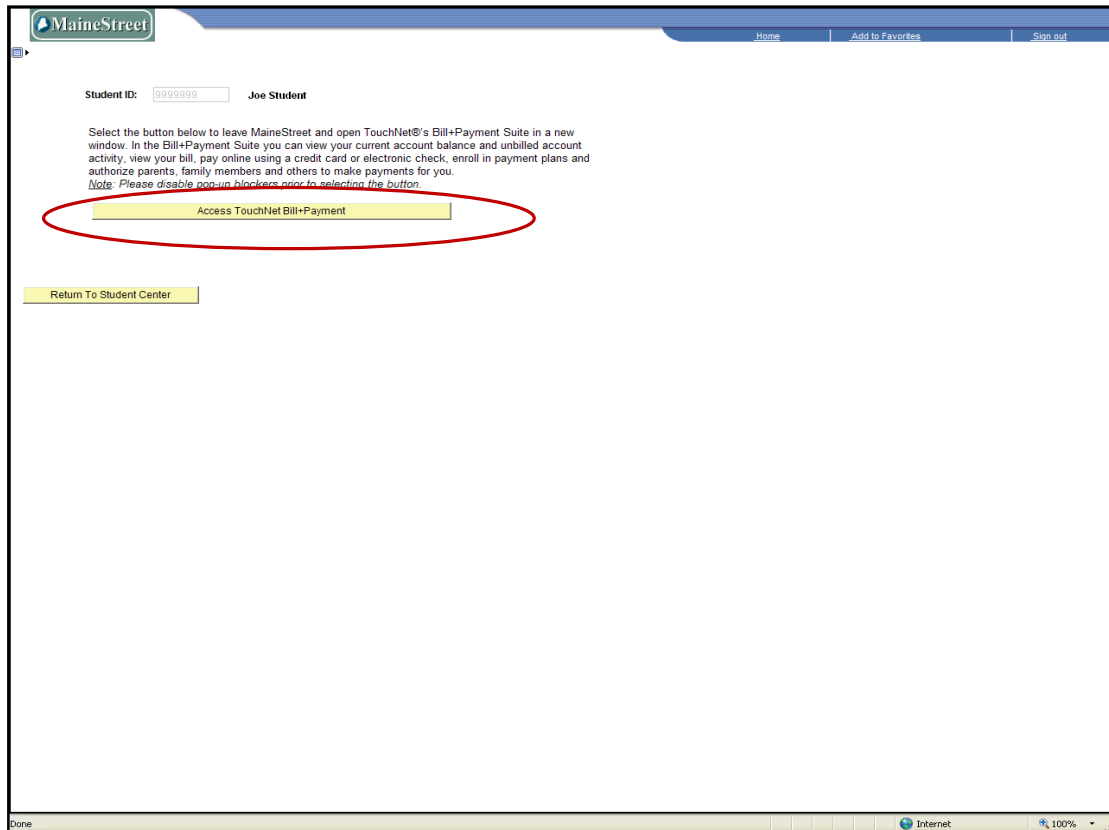
The screenshot displays the 'Account Summary' page on the MaineStreet website. At the top, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation is a search bar and tabs for 'summary', 'activity', and 'item summary'. The 'Account Summary' section shows a list of due items, both 'Due Now' and 'Future Due', with a value of 0.00. Below this is a table titled 'What I Owe' with columns for Campus, Term, Outstanding Charges & Deposits, Deposits Due, Pending Financial Aid, and Total Due. The table contains one row for 'University of Southern Maine' for the '2010 Fall' term, with values of 1,668.04, 0.00, 4,982.00, and 4,982.00 respectively. A red circle highlights the 'Pending Financial Aid' and 'Total Due' columns. Below the table, there is a 'Currency used is US Dollar.' note and a green button labeled 'VIEW BILL/PAYMENT OPTIONS'. At the bottom, there are links for 'Financial Aid', 'Summary', and 'Activity', along with another search bar.

Campus	Term	Outstanding Charges & Deposits	Deposits Due	Pending Financial Aid	Total Due
University of Southern Maine	2010 Fall	1,668.04		4,982.00	4,982.00
Total		1,668.04		4,982.00	

Step	Action
2.	<p>On the Account Summary page, charges and deposits due, if any, 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>To access TouchNet's Bill+Payment Suite to pay the deposit, click the VIEW BILL/PAYMENT OPTIONS button.</p>

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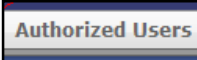


Step	Action
3.	To navigate to TouchNet's Bill+Payment Suite, select the <i>Access TouchNet Bill+Payment</i> button.



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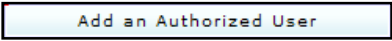
The screenshot displays the Bill+Payment Suite interface. At the top, there is a navigation bar with the following options: Home, eBills, Payments, Deposits, Payment Plans, Refunds, **Authorized Users** (circled in red), and My Profiles. The main content area is divided into sections: Announcements, Quick View, and Current Account Status. The Quick View section includes tabs for Current Account Status, eBills, Recent Payments and Credits, Payment Plans, and Create a Refund Profile. The Current Account Status section shows a balance of \$1,668.04 and includes a 'View Current Activity' link. The bottom of the page features a 'CAMPUS CONTACTS' section with contact information for UMA, UMF, UMFK, UMM, UM, UMPI, and USM.

Step	Action
4.	To add an Authorized User, select the  menu option.

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Step	Action
5.	<p>From this page, you can add a new authorized user. If an authorized user has already been created, the page allows you to update settings or delete the user.</p> <p>Click the  button.</p>



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Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Add An Authorized User

E-mail Address of the Authorized User:

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

CAMPUS CONTACTS:

UMA	877-862-1234	studentaccounts@maine.edu	UM	207-581-1521
UMF	207-778-7252	umfbus@maine.edu	UMPI	207-768-9545
UMFK	207-834-7552	umfkbus@maine.edu	USM	207-780-5200
UMM	207-255-1312	ummbilling@maine.edu		studentaccounts@usm.maine.edu


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Step	Action
6.	In the <i>Add an Authorized User</i> section, enter the email address of the Authorized User.

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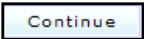


Step	Action
7.	<p>You have the following access options for the authorized user:</p> <p>Billing Statement access: - If select “No,” the authorized user will see the current balance but not your billing statements.</p> <p>• Payment History access: - If you select “No,” then the authorized user will see their own payments in the <i>Payment History</i> tab.</p> <p>If you select "no" for both options, the authorized user will only be able to process payments for you.</p> <p>Click the  button.</p>



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
UMA 877-862-1234 studentaccounts@maine.edu UM 207-581-1521
UMF 207-778-7252 umfbus@maine.edu UMPI 207-768-9545 umpi-bus@umpi.maine.edu
UMFK 207-834-7532 umfkbus@maine.edu USM 207-780-5200 studentaccounts@usm.maine.edu
UMM 207-255-1212 ummbilling@maine.edu

Step	Action
8.	After carefully reading the agreement for authorizing a user, click the I Agree option.
9.	Click the  button.

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Step	Action
10.	<p>After you add the authorized user, they will receive email notification along with instructions for logging into their Bill+Pay account.</p> <p>Click the  link.</p>
11.	End of Procedure.