
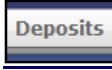
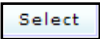
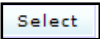


## Make a Deposit Payment via Bill+Payment Suite

1.	Navigate to MaineStreet Student Center
2.	In the <b>Finances</b> 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.  Click the <a href="#">Details/Bill/Pay</a> link to access the <b>Account Summary</b> page.
3.	On the <b>Account Summary</b> 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.  To access TouchNet's Bill+Payment Suite to pay the deposit, click the  button.
4.	To navigate to TouchNet's Bill+Payment Suite, select the <b>Access TouchNet Bill+Payment</b> button.
5.	On your Bill+Payment Student Account Home page, you can view summary information about your account.  To access the page where you can pay Deposit fees, click the  link.
6.	On the <b>Deposits</b> page, click on the drop-down arrow in the <b>Make a Deposit Payment for Term</b> section and click on the appropriate Term to select it.
7.	If you have an account at multiple UMS institutions, you will be prompted to select the appropriate account (institution), as well.  When ready, click the  button.
8.	In the <b>Make a Deposit Payment</b> section, click on the drop-down arrow and select the deposit you wish to pay. Be certain you have a deposit due at the institution prior to processing the payment.  <b>NOTE:</b> Be aware that the list of deposits that displays is not based on deposits due on your account. Be certain you have a deposit due at the institution prior to selecting and processing a payment for it.
9.	When ready, click the  button.
10.	In the <b>Step 1: Select a Payment Method</b> section, click on the drop-down arrow and select the desired payment method.
11.	When ready, click the <b>Continue</b> button.
12.	In this example, we selected to make an eCheck payment. Complete all fields on the page.

## Quick Guide



13.	<p>After all information about the payment method has been entered, you can save it for future payments.</p> <p>Click the <i>Save this payment method for future use</i> box, enter a name for the payment method and click the <i>Continue</i> button.</p>
14.	<p>The payment agreement page will display. Carefully read the agreement and check the <input type="checkbox"/> I Agree <input type="checkbox"/> box if you agree to the terms.</p>
15.	<p>Click the <input type="button" value="Continue"/> button.</p>
16.	<p>Now you are ready to submit the payment. Click the <input type="button" value="Submit Payment"/> button.</p>
17.	<p>After the payment has completely processed, the <b>Payment Confirmation</b> page will display. At this point, you can close the Bill+Payment Suite window and return to the Student Center in MaineStreet, if you wish to confirm the payment posted to your MaineStreet account.</p>
18.	<p><b>End of Procedure.</b></p>