



Making Deposit Payments via Bill+Payment Suite

TouchNet's Bill+Payment Suite is where students process payments for charges due and deposits. In the Bill+Payment Suite, students can view their current account balance and unbilled account activity, view their bill, pay online using credit card or electronic check, enroll in payment plans and authorize others to make payments for them via the Bill+Payment Suite.

This topic explains how to make a deposit payment via the Bill+Payment Suite.

Navigation:

After logging into the MaineStreet portal, click on **Student Self-Service** and then **Student Center**.

The screenshot shows the MaineStreet Student Center interface for Luke. The 'Finances' section is expanded, showing 'My Account' with a link to 'View Bill/Payment Options' circled in red. The 'Account Summary' box displays 'My account balance is 0.00.' and 'My total amount due is 250.00.', with 'Deposits: 250.00.' also circled in red. Other sections include 'Academics', 'Message Center', 'Holds', and 'To Do List'.

Step	Action
1.	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 enrollment/tuition deposits due. If an enrollment deposit is due on the account, that amount displays in the Deposits line. Click the Details/Bill/Pay link to access the Account Summary page.



MaineStreet

Luke Skywalker go to ...

summary activity item summary [Help ?](#)

Account Summary

- Due Now 0.00
- Future Due 0.00

What I Owe					
Campus	Term	Outstanding Charges & Deposits	Deposits Due	Pending Financial Aid	Total Due
University of Maine Farmington	2010 Fall		250.00		
Total			250.00		

Currency used is US Dollar.

[VIEW BILL/PAYMENT OPTIONS](#)

Step	Action
2.	<p>On the Account Summary page, charges and enrollment/tuition deposits due will display along with the amount of Pending Financial Aid posted to your account, if any. 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>In this example, there is a \$250.00 enrollment deposit due for UMF for the 2010 Fall Term.</p> <p>If you wish to view your bill or make a payment, click the VIEW BILL/PAYMENT OPTIONS button.</p>



Reference Document Making Deposit Payments via Bill+Payment Suite

The screenshot shows the MaineStreet web interface. At the top left is the MaineStreet logo. Below it is a small icon of a computer monitor. The main content area displays the text "Student ID: 9999999" followed by "Joe Student". Below this is a paragraph of text: "Select the button below to leave MaineStreet and open TouchNet®'s Bill+Payment Suite in a new window. In the Bill+Payment Suite you can view your current account balance and unbilled account activity, view your bill, pay online using a credit card or electronic check, enroll in payment plans and authorize parents, family members and others to make payments for you. *Note: Please disable pop-up blockers prior to selecting the button.*" Below the text are two yellow buttons: "Access TouchNet Bill+Payment" and "Return To Student Center".

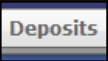
Step	Action
3.	To navigate to TouchNet's Bill+Payment Suite, select the <i>Access TouchNet Bill+Payment</i> button.

Reference Document

Making Deposit Payments via Bill+Payment Suite



The screenshot shows the Bill+Payment Suite interface. At the top, there is a navigation menu with items: Home, eBills, Payments, Deposits (circled in red), Payment Plans, Refunds, Authorized Users, and My Profiles. Below the menu, there is a 'Welcome Luke Skywalker!' message and a 'Quick View' section. The 'Quick View' section has several tabs: 'Current Account Status' (selected), 'eBills', 'Recent Payments and Credits', 'Enroll in a Payment Plan', and 'Create a Refund Profile'. Under 'Current Account Status', it says 'Your current account balance, including recent account activity, is \$0.00. You can also view transactions and pay balances from previous terms.' Below this, there is a table showing 'Current Account Status' with a balance of \$0.00 and links for 'View Current Activity' and 'Make a Payment'.

Step	Action
4.	<p>On the Bill+Payment Student Account Home page, you can view summary information about your account.</p> <p>To access the page where you can pay Deposit fees, from the menu line at the top of the page, click on .</p>



Reference Document Making Deposit Payments via Bill+Payment Suite

Important Information | Ask for Help | Log Out

[BILL+PAYMENT]

Logged in as: Ross M Shaler

Home eBills Payments **Deposits** Payment Plans Refunds Authorized Users My Profiles

Make Deposit Payment for Term and Account

From this page, you can process payments for deposits for a specific term. The list of deposits you can select from is not based on actual deposits due. Please make certain you have a deposit due prior to starting the payment process.

Term:

Account:

Step	Action
5.	<p>On the Deposits page, click on the drop-down arrow in the Make a Deposit Payment for Term section and click on the appropriate Term to select it.</p> <p>NOTE: 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.</p>

Reference Document

Making Deposit Payments via Bill+Payment Suite



The screenshot shows the Bill+Payment Suite interface. At the top, there is a navigation bar with the University of Maine System logo on the left and links for 'Important Information', 'Ask for Help', and 'Log Out' on the right. The user is logged in as 'Luke Skywalker'. Below the navigation bar is a menu with options: 'Home', 'eBills', 'Payments', 'Deposits', 'Payment Plans', 'Refunds', 'Authorized Users', and 'My Profiles'. The 'Deposits' option is highlighted. The main content area displays a form titled 'Make Deposit Payment for Term and Account'. The form has a yellow header with the text 'Select Term and Account for making a payment if available'. Below this, there are two dropdown menus: 'Term:' with 'Fall 2010' selected and 'Account:' with 'UM Farmington' selected. A 'Select' button is located below the 'Account' dropdown.

Step	Action
6.	<p>If you have an account at multiple UMS institutions, you will be prompted to select the appropriate account (institution), as well.</p> <p>When ready, click the <input type="button" value="Select"/> button.</p>



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The screenshot shows the Bill+Payment Suite interface. At the top, there is a navigation bar with the University of Maine System logo, the text 'Maine's Public Universities', and 'UNIVERSITY OF MAINE SYSTEM'. On the right, it says 'Important Information | Ask for Help | Log Out' and 'Logged in as: Luke Skywalker'. Below the navigation bar, there is a menu with 'Home', 'eBills', 'Payments', 'Deposits', 'Payment Plans', 'Refunds', 'Authorized Users', and 'My Profiles'. The 'Deposits' menu item is highlighted. The main content area contains two sections: 'Make Deposit Payment for Term and Account' and 'Make a Deposit Payment'. The first section has a yellow header and a sub-header 'Select Term and Account for making a payment if available'. It contains two dropdown menus: 'Term:' with 'Fall 2010' selected and 'Account:' with 'UM Farmington' selected. Below these is a 'Select' button. The second section has a yellow header and a sub-header 'Select a deposit account for making a payment from the drop-down menu below.' It contains a dropdown menu with '-- Select Deposit Payment --' and a 'Select' button.

Step	Action
7.	In the <i>Make a Deposit Payment</i> section, click on the drop-down arrow and select the deposit you wish to pay.

Reference Document

Making Deposit Payments via Bill+Payment Suite



Important Information | Ask for Help | Log Out

[BILL+PAYMENT]

Logged in as: Ross M Shaler

Home eBills Payments **Deposits** Payment Plans Refunds Authorized Users My Profiles

Make Deposit Payment for Term and Account

Select Term and Account for making a payment if available

Term: Fall 2010


Account: UM Farmington

Select

Make a Deposit Payment

Select a deposit account for making a payment from the drop-down menu below.

UMF Adm Fall 10 - ECK Select

Step	Action
8.	After selecting the deposit you wish to process payment for, click the  button.



Reference Document Making Deposit Payments via Bill+Payment Suite

Important Information | Ask for Help | Log Out

[BILL+PAYMENT] Logged in as: Luke Skywalker

Home eBills Payments **Deposits** Payment Plans Refunds Authorized Users My Profiles

Make a Deposit Payment

Deposit Name:	UMF Adm Fall 10 - ECK
Term:	Fall 2010
Maximum Payment Amount:	\$999,999.00
Payment Amount:	\$250.00

Step 1: Select a Payment Method Step 2: Payment Confirmation

-- Select Payment Method --

<< Back Continue

* credit card payments are handled through PayPath™, a tuition payment service.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

Step	Action
9.	In the <i>Step 1: Select a Payment Method</i> section, click on the drop-down arrow and select the desired payment method.

Reference Document

Making Deposit Payments via Bill+Payment Suite



Step	Action
10.	After selecting a payment method, click the <i>Continue</i> button.



Reference Document Making Deposit Payments via Bill+Payment Suite

Important Information | Ask for Help | Log Out

[BILL+PAYMENT] Logged in as: Luke Skywalker

Home eBills Payments **Deposits** Payment Plans Refunds Authorized Users My Profiles

Make a Deposit Payment

Deposit Name:	UMF Adm Fall 10 - ECK
Term:	Fall 2010
Payment Amount:	\$250.00

Step 1: Select a Payment Method Step 2: Payment Confirmation

Payment Method:

* credit card payments are handled through PayPath™, a tuition payment service

Bank Account Information (Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.)

Account Type:

ABA Routing Number: [View Illustration](#)

Account Number:

Confirm Account Number:

Accountholder Billing Information

International Address?

Name on Account:

Billing Address:

City:

State/Province:

Zip Code:

Option to Save

Step	Action
11.	In this example, we selected to make an eCheck payment. Complete all fields on the page.

Reference Document

Making Deposit Payments via Bill+Payment Suite



* credit card payments are handled through PayPath™, a tuition payment service

Bank Account Information
(Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.)

Account Type:

ABA Routing Number: [View Illustration](#)

Account Number:

Confirm Account Number:

Accountholder Billing Information

International Address?

Name on Account:

Billing Address:

City:

State/Province:

Zip Code:

Option to Save

Save this payment method for future use

Save Payment Method As: (e.g. Primary Checking)

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

Step	Action
12.	<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> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="checkbox"/> Save this payment method for future use </div>



Reference Document Making Deposit Payments via Bill+Payment Suite

Home	eBills	Payments	Deposits	Payment Plans	Refunds	Authorized Users	My Profiles
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Make a Deposit Payment

Deposit Name:	UMF Adm Fall 10 - ECK
Term:	Fall 2010
Payment Amount:	\$250.00

Step 1: Select a Payment Method **Step 2: Payment Confirmation**

Please read the following agreement carefully before you continue.

I hereby authorize **University of Maine System** to initiate recurring debit or credit entries to my **Depository** according to the terms below, and for my **Depository** to debit or credit the same to such account. **In the event that this or any future electronic payment is returned unpaid for any reason, I understand that a \$ 25.00** return fee will be electronically debited from my account.

Name: Luke Skywalker
Address: 123 Street
Anchorhead, ME 04401
Depository: UNIVERSITY CREDIT UNION
977 UNION ST.
BANGOR, ME 04401
Routing Number: 211288161
Account Number: xxx999
This agreement is dated Friday, June 25, 2010

For fraud detection purposes, your internet address has been logged.
130.111.37.38 at 06/25/2010 01:25:19 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact StudentBilling@maine.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

[Print Agreement](#)


I Agree

Step	Action
13.	The payment agreement page will display. Carefully read the agreement and check the <input type="checkbox"/> I Agree box if you agree to the terms.
14.	Click the <input type="button" value="Continue"/> button.

Reference Document

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Important Information | Ask for Help | Log Out

BILL+PAYMENT
Logged in as: Luke Skywalker

[Home](#)
[eBills](#)
[Payments](#)
Deposits
[Payment Plans](#)
[Refunds](#)
[Authorized Users](#)
[My Profiles](#)

Your new ACH payment method has been saved.

Make a Deposit Payment

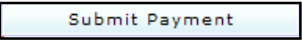
Deposit Name:	UMF Adm Fall 10 - ECK
Term:	Fall 2010
Payment Amount:	\$250.00

Step 1: Select a Payment Method
Step 2: Payment Confirmation

Please Confirm Payment

Payment Method	Payment Options
Payment Method: eCheck payments	Term: Fall 2010
Account Number: xxxx999	Payment Date: 06/25/2010
ABA Routing Number: 211288161	Payment Amount: \$250.00

Cancel
Submit Payment

Step	Action
15.	Now you are ready to submit the payment. Click the  button.



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Payment Confirmation	
Payment Date:	Friday, June 25, 2010
Payment Time:	01:28:25 PM CDT
Name of Payee:	University of Maine System
Name on Bank Account:	Luke Skywalker
Bank Account Type:	Checking
Account Number:	xxxx999
Depository:	UNIVERSITY CREDIT UNION 977 UNION ST. BANGOR, ME 04401
Amount Paid:	\$ 250.00
Student Name:	Luke Skywalker
Confirmation Number:	244

Please print this page for your records.

Step	Action
16.	After the payment has completely processed, the Payment Confirmation 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.



Step	Action
17.	Back on the MaineStreet Student Center page, the Account Summary section shows the Deposit has posted to the account and no deposit is now due.
18.	End of Procedure.