Enrolling in a Payment Plan via Bill+Payment Suite

Concept

TouchNet’s Bill+Payment suite enables students and authorized users to enroll in payment plans made available by an institution and submit payments toward payment plan installments. Bill+Payment Suite payment plans automatically sync with the student’s account in MaineStreet.

For example, if a student enrolls in a payment plan and later adds a new class, the payment plan will recalculate, adjust the plan installments amounts and notify the automatically email the student or authorized user.
Procedure

<table>
<thead>
<tr>
<th>Step</th>
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| 1.   | Navigate to the **Finances** section of your MaineStreet Student Center. The total account balance due displays in the **Account Summary** box.  
Click the **Details/Bill/Pay** link to access the **Account Summary** page. |
Step | Action
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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.

To access TouchNet’s Bill+Payment Suite, click the button.

**View Bill+Payment Options**
### Step 3

To navigate to TouchNet's Bill+Payment Suite, select the **Access TouchNet Bill+Payment** button.
### Step 4

**Action**: On your Bill+Payment Student Account Home page, you can view summary information about your account.

Click the [link](#).
On the Payment Plans page, you can view details of any payment plans you are currently enrolled in. You can enroll in one plan per campus (account), per term.

To enroll in a payment plan, select the **Sign Up for a New Payment Plan** option.
To begin, click on the drop-down arrow in the **View Payment Plans for Term:** field to lookup and select the Term you wish to enroll in a payment plan for.

If you have account activity at multiple UMS campuses, you will also prompted select the campus (Account).
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<td>7.</td>
<td>When ready, click the <strong>Go</strong> button.</td>
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<td>8.</td>
<td>After selecting a Term, information about all available payment plans for the Term are listed. After determining which plan you wish to enroll in, lookup and select the payment plan.</td>
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<td>Click the <strong>Select</strong> button.</td>
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10. | On the **Payment Plan** page, you can review the following information about the payment plan: Setup Fee, Minimum Down Payment, Number of payments, Payment frequency and the Late payment fee. At this point, you can either click Continue or select a different payment plan.

**IMPORTANT NOTE:** If there are outstanding charges from any previous terms, payments made towards payment plan installments may be applied towards the outstanding charges.

Click the **Continue** button.
**Step** | **Action**  
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11. | The **Budget Worksheet** page is where you begin enrollment in the payment plan. The Budget Worksheet shows the amounts due. Click the **Display Payment Schedule** to view the list of plan installments.
12. At the bottom of the page you are asked if you would like to set up payments to be made automatically on the installment dates. Select "yes" or "no."

**IMPORTANT!** If the payment plan you are enrolling in is for USM, UMF or UMM, be aware that you cannot set up automatic credit card payments. You can, however, set up automatic eCheck payments.

13. Click the **Continue** button.
Step | Action
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14. | On the **Payment Method** page, select which payment method to use for this payment and for future payment plan installment payments if you elected to set up automatic payments. You must pay for payment plan fees before your enrollment can be processed.
15. | Click the **Continue** button.
### Step 16

On the **Sign Agreement** page, carefully read the agreement before agreeing to it. You should also print the agreement for your records.

After carefully reviewing the agreement, if you agree to the terms, click the **I Agree** option.

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Reference Document
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You have the right to receive at this time an itemization of the Amount Financed. Would you like to see your plan’s Budget Worksheet View?

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the amount you paid.

I, Joshua H. Johnson, hereby agree to pay the balance described as stated in this agreement in 3 equal monthly payments on the 1st of the month to be made in accordance with such payment terms. I further agree that if I delinquent on any payment, the interest rate on the outstanding balance will be increased by 5% per annum. I also agree to pay all costs, including attorney’s fees, that may be incurred in the enforcement of this agreement. I further agree that if any suit or proceeding shall be instituted to enforce this agreement, the prevailing party shall be entitled to recover all legal fees and costs incurred in connection with such proceedings.

17. When ready, click the Continue button.

You will be taken through the necessary steps to complete the payment process. The steps depend on which payment method you selected on the Payment Methods page.

18. End of Procedure.

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