



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 synch 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.

Reference Document

Enroll in a Payment Plan via Bill+Payment Suite



Procedure



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



Reference Document Enroll in a Payment Plan via Bill+Payment Suite

Account Summary

You owe 3,500.00.

- Due Now 0.00
- Future Due 3,500.00

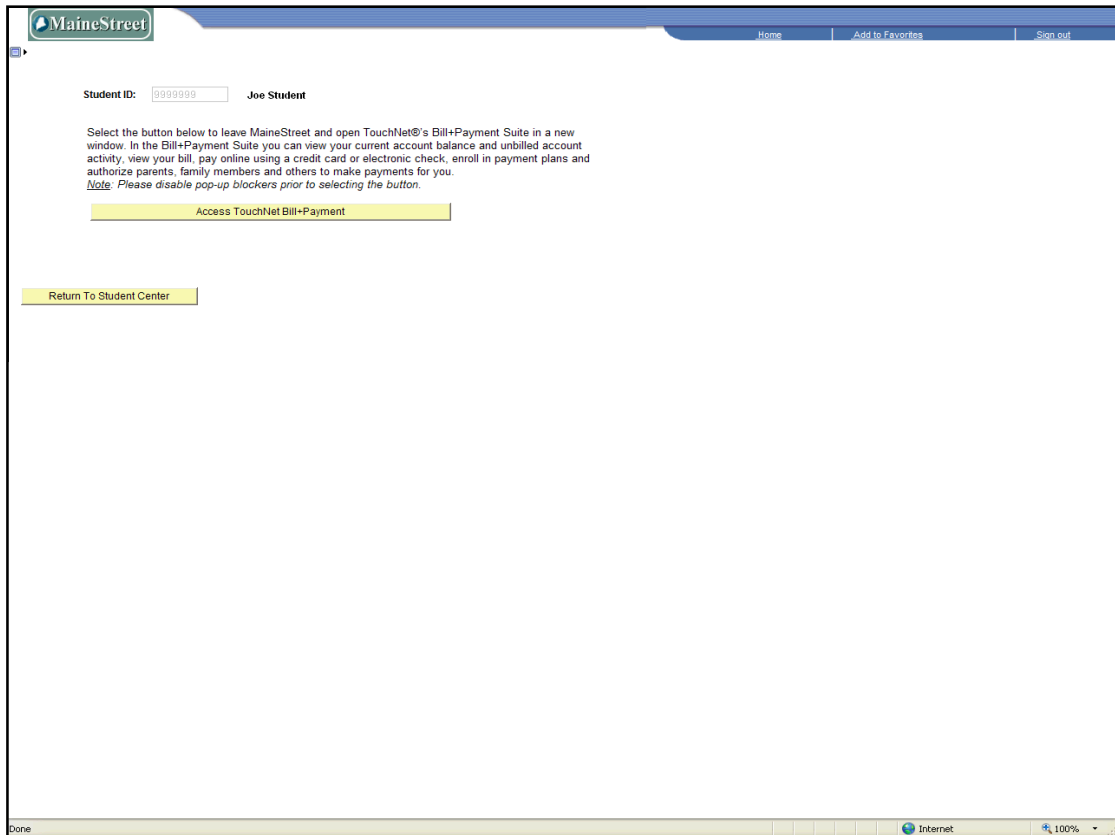
Campus	Term	Outstanding Charges & Deposits Due	Pending Financial Aid	Total Due
University of Southern Maine	2010 Fall	3,500.00		3,500.00
Total		3,500.00		3,500.00

VIEW BILL/PAYMENT OPTIONS

Step	Action
2.	<p>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.</p> <p>To access TouchNet's Bill+Payment Suite, click the VIEW BILL/PAYMENT OPTIONS button.</p>

Reference Document

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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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Important Information | Ask for Help | Log Out

[BILL+PAYMENT] Logged in as:

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

Welcome Joe Student!
This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

Announcements

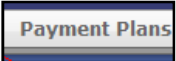
Welcome to the Bill Payment Suite
Your one stop shop for all account needs

Quick View

Current Account Status eBills Recent Payments and Credits **Enroll in a Payment Plan** Create a Refund Profile

Current Account Status
Your current account balance, including **recent account activity** is \$3,500.00. You can also view transactions and pay balances from **previous terms**.

Current Account Status
Balance: \$3,500.00 [View Current Activity](#)
[Make a Payment](#)

Step	Action
4.	On your Bill+Payment Student Account Home page, you can view summary information about your account. Click the  link.

Reference Document

Enroll in a Payment Plan via Bill+Payment Suite



Step	Action
5.	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.



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The screenshot shows the 'Bill+Payment' suite interface. At the top, there is a navigation bar with 'Home', 'eBills', 'Payments', 'Deposits', 'Payment Plans', 'Refunds', 'Authorized Users', and 'My Profiles'. Below this is a sub-navigation bar with 'Active Payment Plans', 'Sign Up For a New Payment Plan', and 'Payment Plan History'. The main content area has a progress indicator with four steps: 1. Payment Plan, 2. Budget Worksheet, 3. Payment Method, and 4. Sign Agreement. The 'View Payment Plans for Term:' field is highlighted with a red circle, showing a dropdown menu with 'Spring 2010' selected and a 'Go' button next to it. Below the field is a link that says 'Back to Payment Plan Summary'.

Step	Action
6.	To begin, click on the drop-down arrow in the <i>View Payment Plans for Term:</i> 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).

Reference Document


Enroll in a Payment Plan via Bill+Payment Suite



Step	Action
7.	When ready, click the <input type="button" value="Go"/> button.



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[Important Information](#) | [Ask for Help](#) | [Log Out](#)
 Logged in as: **Ross M Shaler**

BILL+PAYMENT

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

[Active Payment Plans](#) | **[Sign Up For a New Payment Plan](#)** | [Payment Plan History](#)

① **Payment Plan** ② Budget Worksheet ③ Payment Method ④ Sign Agreement

View Payment Plans for Term: Fall 2010

-- Select Payment Plan -- Select

USM Fall 2010 5 payment plan: This plan requires a 20% downpayment at the time of enrollment. There will be 4 other scheduled installments due on the 15th of the month. Please view or print your payment schedule after enrolling and making your down payment.

USM Fall 2010 5 Payment Option: This plan requires a 20% downpayment at the time of enrollment. There will be 4 other scheduled installments due on the 15th of the month. Please view or print your payment schedule after enrolling and making your down payment.

USM Fall 2010 3 Payment Option: This payment plan offers 3 installments. It requires a 33% down payment at the time of enrollment. There will 2 other scheduled installments due on the 15th of the month. Please view and print your payment schedule after enrolling and making your down payment.

Step	Action
8.	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.

Reference Document

Enroll in a Payment Plan 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

Active Payment Plans **Sign Up For a New Payment Plan** Payment Plan History

① **Payment Plan** ② Budget Worksheet ③ Payment Method ④ Sign Agreement

View Payment Plans for Term:

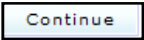
USM Fall 2010 5 payment plan: This plan requires a 20% downpayment at the time of enrollment. There will be 4 other scheduled installments due on the 15th of the month. Please view or print your payment schedule after enrolling and making your down payment.

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Step	Action
9.	Click the <input type="button" value="Select"/> button.



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Step	Action
10.	<p>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.</p> <p>IMPORTANT NOTE: If there are outstanding charges from any previous terms, payments made towards payment plan installments may be applied towards the outstanding charges.</p> <p>Click the  button.</p>

Reference Document

Enroll in a Payment Plan via Bill+Payment Suite



Important Information | Ask for Help | Log Out

[BILL+PAYMENT] Logged in as: Joshua M Jameson

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

Active Payment Plans **Sign Up For a New Payment Plan** Payment Plan History

① Payment Plan ② **Budget Worksheet** ③ Payment Method ④ Sign Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#).

Please review your payment schedule carefully before completing your enrollment.

	Charges	Credits
Student Account:	\$3500.00	
Down Payment:		\$ 700.00

Display Payment Schedule

[Back](#) [Cancel](#)

Step	Action
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.



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Home	eBills	Payments	Deposits	Payment Plans	Refunds	Authorized Users	My Profiles																																				
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Step	Action
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." <u>IMPORTANT!</u> 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.

Reference Document

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Important Information | Ask for Help | Log Out
 [BILL+PAYMENT] Logged in as: Joshua H Jameson

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

Active Payment Plans [Sign Up For a New Payment Plan](#) Payment Plan History

① Payment Plan ② Budget Worksheet ③ **Payment Method** ④ Sign Agreement

Description	Due Date	Amount
Setup Fee	Due Now	\$30.00
Down Payment	Due Now	\$700.00
Total Due Now:		\$730.00
1st Installment	09/15/2010	\$700.00
2nd Installment	10/15/2010	\$700.00
3rd Installment	11/15/2010	\$700.00
4th Installment	12/15/2010	\$700.00
Total of Installments:		\$2,800.00

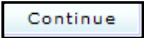
You must pay for plan fees before your enrollment can be processed. Please select a payment method below. You will be responsible for making installment payments on-time, through this system, in person, or via mail.

- Select Payment Method - [v] Continue

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

<< Back Cancel

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
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  button.



Reference Document

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Please read the following agreement carefully before you continue.

Finance Charge	Amount Financed	Total of Payments
The dollar amount the credit will cost you, including all fees.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
\$30.00	\$2,800.00	\$2,830.00

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 setup fee.

I, Joshua M Jameson, hereby agree to pay the balance deferred as stated in this agreement in 4 installment payments on or before the due date specified for each installment. I understand that INSTALLMENT AMOUNTS MAY CHANGE over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$30.00, as well as any service charges assessed by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card. I understand that a \$50.00 late fee will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle University of Maine System to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

1st Installment in the amount of **\$700.00 due on 09/15/2010.**

2nd Installment in the amount of **\$700.00 due on 10/15/2010.**

3rd Installment in the amount of **\$700.00 due on 11/15/2010.**

4th Installment in the amount of **\$700.00 due on 12/15/2010.**

This agreement is dated Friday, July 02, 2010.

For fraud detection purposes, your internet address has been logged.

130.111.37.38 at 07/02/2010 03:01:38 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
16.	<p>On the Sign Agreement page, carefully read the agreement before agreeing to it. You should also print the agreement for your records.</p> <p>After carefully reviewing the agreement, if you agree to the terms, click the I Agree option.</p>

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[Print Agreement](#)

I Agree

Step	Action
17.	<p>When ready, click the <input style="border: 1px solid black;" type="button" value=" Continue "/> button.</p> <p>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.</p>
18.	End of Procedure.