
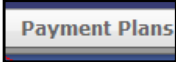


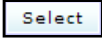


Enrolling in a Payment Plan via Bill+Payment Suite

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>
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  button.</p>
3.	<p>To navigate to TouchNet's Bill+Payment Suite, select the <i>Access TouchNet Bill+Payment</i> button.</p>
4.	<p>On your Bill+Payment Student Account Home page, you can view summary information about your account.</p> <p>Click the  link.</p>
5.	<p>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.</p> <p>To enroll in a payment plan, select the  option.</p>
6.	<p>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.</p> <p>If you have account activity at multiple UMS campuses, you will also prompted select the campus (Account).</p>
7.	<p>When ready, click the  button.</p>
8.	<p>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.</p>
9.	<p>Click the  button.</p>

Quick Guide



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 <input type="button" value="Continue"/> button.</p>
11.	<p>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.</p>
12.	<p>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."</p> <p>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.</p>
13.	<p>Click the <input type="button" value="Continue"/> button.</p>
14.	<p>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.</p>
15.	<p>Click the <input type="button" value="Continue"/> button.</p>
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>
17.	<p>When ready, click the <input 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.	<p>End of Procedure.</p>