Make a Payment via Bill+Payment Suite

Concept

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

Navigation

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<td>1.</td>
<td>From the MaineStreet portal, click the <strong>Student Self-Service</strong> link.</td>
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<td>2.</td>
<td>Click the <strong>Student Center</strong> link.</td>
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Step 3. In the **Finances** section of the **Student Center**, an **Account Summary** shows your total charges and deposits due.

**Note:** The account balance figure only includes charges due - not deposits due.

To view detailed information about your account and to access your Bill+Payment Suite student account, click the **Details/Bill/Pay** link.
### Step 4

On the **Account Summary** page, charges and deposits due, if any, 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.

In this example, there is a $250.00 Deposit due for UMF for the 2010 Fall Term.

To access TouchNet’s Bill+Payment Suite to pay the deposit, click the **View Bill+Payment Options** button.
Step | Action
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5. | To navigate to TouchNet’s Bill+Payment Suite, select the *Access TouchNet Bill+Payment* button.
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.

Welcome to the Bill+Payment Suite

- **Important:** If you have account activity at multiple UMS campuses, use the View information for account drop-down list in the Quick View section to select a specific campus account.
- Information about Anticipated Financial Aid for each term is available on your bill and in your MaineStreet Student Center.
- Select the Campus Links & Quick Guides link in the top-right corner of the page to access campus web sites and guides for using the Bill+Payment Suite.
- Campus Contact information is listed at the bottom of each page if you have questions about your account.

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<td>6.</td>
<td>On your Bill+Payment Student Account Home page, you can view summary information about your account in the Quick View section. If you have an account at more than one institution, click on the drop-down arrow in the View information for account field to select the institution you wish to view. If you have account activity at only one institution, the drop-down arrow will not display. In this example, the student has an account at multiple institutions so we'll select the drop-down arrow.</td>
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### Announcements

**Welcome to the Bill+Payment Suite**

- **Important** - If you have account activity at multiple UM campuses, use the View information for account drop-down list in the Quick View section to select a specific campus account.
- **Information about Anticipated Financial Aid** for each term is available on your eBill and in your MaineStreet Student Center.
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<td>7.</td>
<td>Click on the appropriate institution to select it.</td>
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8. When ready, click the button.
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Welcome to the Bill+Payment Suite

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<td>9.</td>
<td>In the <strong>Current Account Status</strong> section, your total balance due at the institution displays. After reviewing your account information, click the <strong>Make a Payment</strong> button to start the payment process. <strong>NOTE</strong>: To view your account balances on a Term-by-Term basis, select the <strong>View Current Activity</strong> link.</td>
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Step | Action
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10. | On the **Payments** page, click the **Pay** button.
Step 11. The first step in the payment process is to select a payment method. Click on the drop-down arrow in the Payment Method field.
### Step 12
Select a method of payment from the drop-down menu.

### Step 13
Click the button.
### Step 14

After you have entered all the required account information, if you wish to save the information entered for this payment method for future payments, click the *Save this payment method for future use* option.
Step | Action
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15. | Enter a name for the payment method into the *Save Payment Method As:* field.
16. | Click the **Continue** button.
Step | Action
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17. | Next, you must authorize the saved payment method.
   | After reading the agreement, click the [I Agree] option if you agree to the terms.
   | **Note:** click [Print Agreement] to maintain a copy for your records.
18. | Click the [Continue] button.
Step 19. On the **Step 2: Payment Options** page, a notice appears at the top of the page that your payment method has been saved.

Enter the amount of the payment into the **Payment Amount:** field.
Step 20. If you wish, you can enter a comment about the payment in the Memo field.

In the Payment Date field, you can enter a future date for the payment. Future-dated payments will display as “Pending Payments” on the Account Activity page until the payment date arrives and the payment is posted.

Step 21. Click the Continue button.
22. Before submitting the payment, you can change the payment amount by clicking on Change these values. When ready to submit your payment, click the Submit Payment button.

23. After submitting your payment, the Please wait While We Process Your Payment screen displays.
Step | Action
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24. | A notice appears after your payment has been successfully processed.

To return to your account Home page, click on **Home**.
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Welcome to the Bill+Payment Suite

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25. | To return to your MaineStreet Student Center, click Log Out in the top-right corner of the page.
Step 26. To check that information about your payment processed in the Bill+Payment Suite has flowed back to your MaineStreet account, click the activity tab.