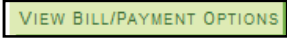


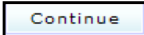
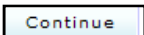
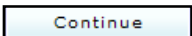
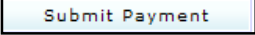



Make a Payment via Bill+Payment Suite

1.	From the MaineStreet portal, click the Student Self-Service link.
2.	Click the Student Center link.
3.	In the Finances section of the Student Center , an Account Summary shows your total charges and deposits due. To view detailed information about your account and to access your Bill+Payment Suite student account, click the Details/Bill/Pay link.
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. To access TouchNet's Bill+Payment Suite to pay the deposit, click the  button.
5.	To navigate to TouchNet's Bill+Payment Suite, select the Access TouchNet Bill+Payment button.
6.	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.
7.	In the Current Account Status section, your total balance due at the institution displays. After reviewing your account information, click the Make a Payment button to start the payment process. NOTE: To view your account balances on a Term-by-Term basis, select the View Current Activity link.
8.	On the Payments page, click the  button.
9.	The first step in the payment process is to select a payment method. Click on the drop-down arrow in the Payment Method: field.
10.	Select a method of payment from the drop-down menu.
11.	Click the  button.
12.	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.
13.	Enter a name for the payment method into the Save Payment Method As: field.

Quick Guide



14.	Click the  button.
15.	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.
16.	Click the  button.
17.	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 <i>Payment Amount:</i> field.
18.	If you wish, you can enter a comment about the payment in the <i>Memo</i> field. In the <i>Payment Date</i> 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.
19.	Click the  button.
20.	Before submitting the payment, you can change the payment amount by clicking on Change these values . When ready to submit your payment, click the  button.
21.	After submitting your payment, the Please wait While We Process Your Payment screen displays.
22.	A notice appears after your payment has been successfully processed. To return to your account Home page, click on  .
23.	To return to your MaineStreet Student Center, click Log Out in the top-right corner of the page.
24.	To check that information about your payment processed in the Bill+Payment Suite has flowed back to your MaineStreet account, click the activity tab.
25.	End of Procedure.