



Viewing Account Activity in Bill+Pay

1.	From the MaineStreet portal, click the Student Self-Service link.
2.	Click the Student Center link.
3.	<p>In the <i>Finances</i> section of the Student Center, an <i>Account Summary</i> shows your total charges and deposits due.</p> <p>To view detailed information about your account and to access your Bill+Payment Suite student account, click the Details/Bill/Pay link.</p>
4.	<p>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.</p> <p>To access TouchNet's Bill+Payment Suite to pay the deposit, click the  button.</p>
5.	To navigate to TouchNet's Bill+Payment Suite, select the Access TouchNet Bill+Payment button.
6.	<p>On your Bill+Payment Student Account Home page, you can view summary information about your account in the <i>Quick View</i> 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.</p> <p>In this example, the student has an account at multiple institutions so we'll select the drop-down arrow.</p>
7.	Click the  button.
8.	To view your account activity, click the View Current Activity link.
9.	<p>On the Recent Account Activity page, if no bills have been loaded to your account, all transactions for the account (charges, payments, financial aid...) will appear listed. The following information displays in the <i>Current Activity</i> section:</p> <ul style="list-style-type: none"> - Description: the transaction description. - Code (you can disregard this information) - Date: the date the transaction posted to your account. - Due Date: If the transaction is a charge on your account, this is the due date for the charge. - Amount: the amount of the charge or credit. <p>To view transactions for a specific Term, click on the drop-down arrow in the <i>View Transactions by Term</i> field.</p>

Quick Guide



10.	After selecting a term, now only see transactions for the selected term. Click the Account Summary link to view summary information about bills loaded to your account
11.	The Account Summary page lists summary information about the last statement loaded to your account. If you have statements from multiple campuses, they appear in separate sections on the same page.
12.	End of Procedure.