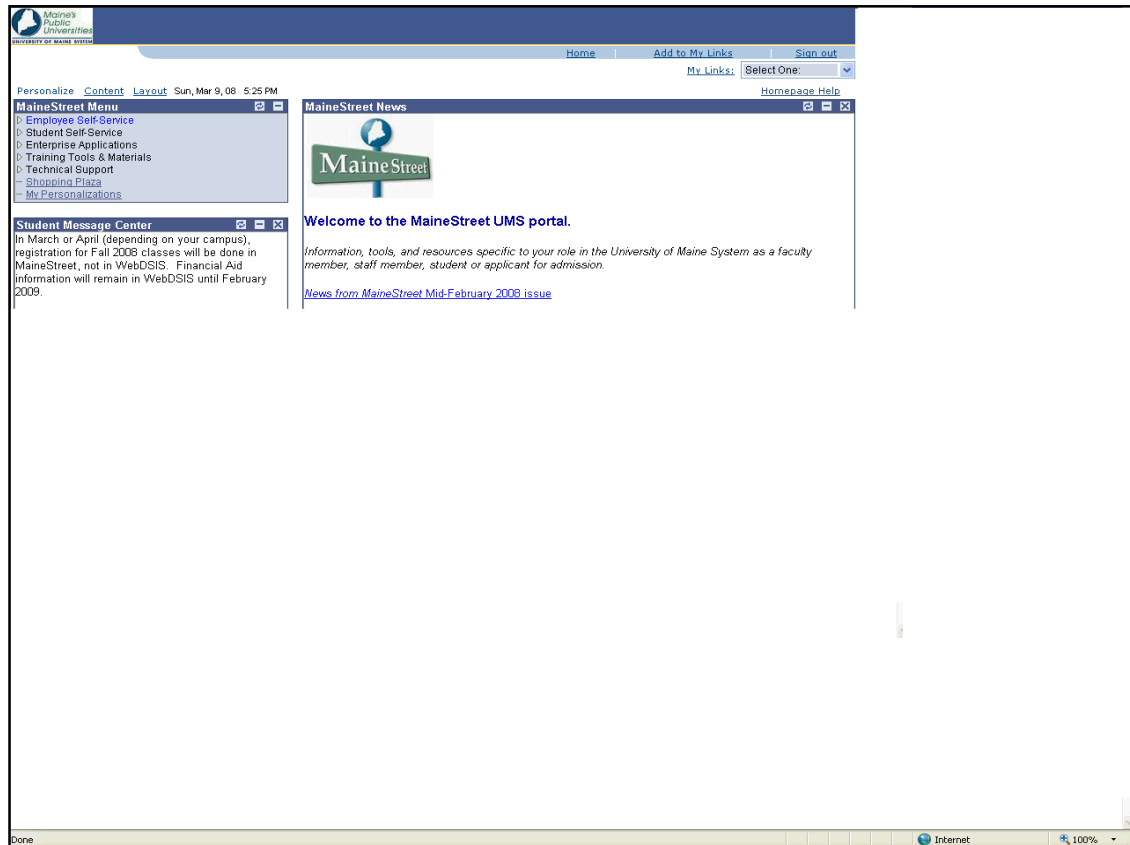




Reference Document Viewing Account Activity in Bill+Pay

Viewing Account Activity in Bill+Pay

Procedure



Step	Action
1.	From the MaineStreet portal, click the Student Self-Service link.
2.	Click the Student Center link.

Reference Document

Viewing Account Activity in Bill+Pay



0039386

Academics

Enrollment

[My Class Schedule](#)

[Wish List](#)

[Add a Class](#)

[Drop a Class](#)

Academic History

[Grades](#)

[Degree Progress](#)

[Academic Summary](#)

[Acad Hist by Subject](#)

other academic... v

Deadlines
URL
Gradebook

This Week's Schedule

	Class	Schedule	Room
1	CLA 410-0001 LEC (15109)	MoWe 10:15AM - 11:30AM	Payson Smith 300 - P
2	GRE 251-0001 LEC (15117)	TuTh 11:45AM - 1:00PM	Payson Smith 200 - P
3	HTY 394-0004 LEC (14898)	MoWe 2:45PM - 4:00PM	Luther Bonney 302 - P
4	HTY 400-0002 SEM (14873)	We 7:00PM - 9:30PM	Luther Bonney 208 - P
5	LAT 310-0001 SEM (9748)	MoWe 11:45AM - 1:00PM	Payson Smith 207 - P

[weekly schedule](#) ▶

SEARCH FOR CLASSES

Message Center

You have 0 new and 3 old messages.

[Open Message Center](#)

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

USM - Christine Holden

[details](#) ▶

UMS Web Links

[University of Maine System](#)

[Forward Your @maine.edu Email](#)

Finances

My Account

[Details/Bill/Pay](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[FAFSA Status](#)

Account Activity v

Account Summary

My account balance is -2,585.90.

My total amount due is 0.00.

- Charges: 0.00.
- Deposits: 0.00.

Currency used is US Dollar.

Step	Action
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>

Page 2

Last changed on: 10/29/2010 5:06 PM



go to ...

summary activity item summary

[Help ?](#)

Account Summary

■ Due Now	0.00
■ Future Due	0.00

What I Owe					
Campus	Term	Outstanding Charges & Deposits	Deposits Due	Pending Financial Aid	Total Due
University of Southern Maine	2010 Fall			750.00	
University of Southern Maine	2011 Spring			750.00	
Total				1,500.00	

Currency used is US Dollar.

[VIEW BILL/PAYMENT OPTIONS](#)

Financial Aid

Summary [Activity](#)

go to ...

Step	Action
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 VIEW BILL/PAYMENT OPTIONS button.</p>

Reference Document Viewing Account Activity in Bill+Pay



The screenshot shows the MaineStreet website interface. At the top left is the MaineStreet logo. Below it, there is a small icon and a right-pointing arrow. The main content area displays the text "Student ID: 99999999" followed by "Joe Student". Below this, there is a paragraph of text: "Select the button below to leave MaineStreet and open TouchNet®'s Bill+Payment Suite in a new window. In the Bill+Payment Suite you can view your current account balance and unbilled account activity, view your bill, pay online using a credit card or electronic check, enroll in payment plans and authorize parents, family members and others to make payments for you." This is followed by a note: "Note: Please disable pop-up blockers prior to selecting the button." Below the text is a yellow button labeled "Access TouchNet Bill+Payment". At the bottom left of the screenshot area is another yellow button labeled "Return To Student Center".

Step	Action
5.	To navigate to TouchNet's Bill+Payment Suite, select the <i>Access TouchNet Bill+Payment</i> button.




Reference Document Viewing Account Activity in Bill+Pay

The screenshot shows the Bill+Payment Suite interface. At the top, there is a navigation bar with the Maine's Public Universities logo and the text 'UNIVERSITY OF MAINE SYSTEM'. The main navigation menu includes 'Home', 'eBills', 'Payments', 'Deposits', 'Payment Plans', 'Refunds', 'Authorized Users', and 'My Profiles'. The page title is 'BILL+PAYMENT' and it shows 'Logged in as:'. Below the navigation, there is a welcome message: '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.'

The main content area is divided into two sections. On the left is the 'Announcements' section, which includes a 'Welcome to the Bill+Payment Suite' message and a list of important information:

- 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.
- Anticipated Financial Aid** is not included in your account balance. For information about Anticipated Financial Aid amounts for each term, please refer to your eBill and 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.


On the right is the 'Quick View' section, which has tabs for 'Current Account Status', 'eBills', 'Recent Payments and Credits', 'Enroll in a Payment Plan', and 'Create a Refund Profile'. The 'Current Account Status' tab is active, showing 'Current Account Status' for 'UM Farmington'. A red circle highlights the 'View information for account:' dropdown menu, which is currently set to 'UM Farmington' and has a 'Go' button next to it. Below this, the current account balance is shown as '\$0.00' with links for 'View Current Activity' and 'Make a Payment'.

Step	Action
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.	Click the  button.

Reference Document

Viewing Account Activity in Bill+Pay





UNIVERSITY OF MAINE SYSTEM

BILL+PAYMENT

Campus Links & Quick Guides | Ask for Help | Log Out

Logged in as:

Home
eBills
Payments
Deposits
Payment Plans
Refunds
Authorized Users
My Profiles

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

- 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.
- Anticipated Financial Aid** is not included in your account balance. For information about Anticipated Financial Aid amounts for each term, please refer to your eBill and 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.

Quick View

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

Current Account Status View information for account: Southern Maine

Southern Maine
Your current account balance, including **recent account activity**, is **\$-2,505.90**. You can also view transactions and pay balances from previous terms.

Current Account Status		
Current Balance:	\$-2,505.90	View Current Activity Make a Payment

Step	Action
8.	To view your account activity, click the View Current Activity link.



Reference Document Viewing Account Activity in Bill+Pay

The screenshot shows the 'Bill+Pay' section of the University of Maine System website. The user is logged in, and the 'Recent Account Activity' tab is selected. The page displays 'Southern Maine Activity since Last Statement' with a dropdown menu set to 'Current Activity'. Below this is a table of 'Current Activity' transactions.

Description	Code	Date	Due Date	Amount (\$)
Payment by E-Check	STA	10/29/2010		-500.00
Payment by E-Check	STA	10/29/2010		-2,005.90
Payment by E-Check	XPY	10/29/2010		-2,505.90
Tuition Undergrad Res.	STA	10/26/2010	10/26/2010	500.00
Online Credit Card via PayPath	STA	10/21/2010		-50.00

Step	Action
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 Current Activity 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 View Transactions by Term field.</p>

Reference Document

Viewing Account Activity in Bill+Pay





BILL+PAYMENT

[Campus Links & Quick Guides](#) | [Ask for Help](#) | [Log Out](#)
 Logged in as:

Home
eBills
Payments
Deposits
Payment Plans
Authorized Users
My Profiles

Account Summary
Recent Account Activity

U of Southern Maine Activity for Spring 2010

View Transactions by Term:

Note: If a balance is due on the term, the amount will be displayed in brackets.

Current Activity

Description	Code	Date	Due Date	Amount (\$)
Student Activity Fee	STA	11/24/2009	01/05/2010	52.00
Online Course Enrollment Fee	STA	11/24/2009	01/05/2010	75.00
Health Fee	STA	11/24/2009	01/05/2010	80.00
Transportation Fee	STA	11/24/2009	01/05/2010	100.00
Unified Student Fee	STA	11/24/2009	01/05/2010	416.00
Tuition Undergraduate Resident	STA	11/24/2009	01/05/2010	693.00
Tuition Undergraduate Resident	STA	11/24/2009	01/05/2010	3,003.00
Dependent Tuition Benefit	STA	12/15/2009		-1,848.00
Online Credit Card via PayPath	STA	01/05/2010		-20.00
Online Credit Card via PayPath	STA	01/05/2010		20.00
Online Credit Card via PayPath	STA	01/07/2010		-20.00
Online Credit Card via PayPath	STA	01/07/2010		20.00
Federal Supplemental Grant	STA	01/11/2010		-1,853.00
Federal Subsidzd Stafford Loan	STA	01/13/2010		-678.00
Federal Subsidzd Stafford Loan	STA	01/13/2010		-40.00
Term Balance:				\$0.00

[Make a Payment](#)

Step	Action
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



Reference Document Viewing Account Activity in Bill+Pay

Campus Links & Quick Guides | Ask for Help | Log Out

Logged in as:

[BILL+PAYMENT]

Home eBills Payments Deposits Payment Plans Refunds Authorized Users My Profiles

Account Summary Recent Account Activity

Account Name	Statement Date	Due Date	Statement Amount*	Action
Southern Maine	10/18/2010	10/18/2010	\$2,500.00	View Bill Pay

Account Name	Statement Date	Due Date	Statement Amount*	Action
UM Augusta	10/13/2010	10/13/2010	\$2,500.00	View Bill Pay

* Stmt Amount is the amount due on your most recent statement. It does not reflect any payments or new charges.

Step	Action
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.