Viewing Account Activity in MaineStreet

Procedure

The MaineStreet Student Self-Service component enables students to manage their student accounts for charges, payments and admission deposit activity and make online credit card and eCheck payments.

This topic covers how to view charges and payments via the MaineStreet Student Center.

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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<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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</table>
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, click the **Details/Bill/Pay** link.
Step | Action
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4. | Charges and deposits due will display on the **Account Summary** page. If you have accounts at multiple institutions, the Account Summary page will display those amounts in a separate row for each institution. The total amount due all institutions displays, as well.

Check all activity on your account by clicking the **Activity** tab
Step | Action
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5. | The **Account Activity** page shows activity at all institutions by default. If you have account activity at multiple institutions, you can look up and select a specific institution. You can specify the date range and the Term for the activity, as well.
To make certain you are viewing all transactions that occurred on your account for the specified period, click on View All located in the blue bar above the list of transactions.
7. To view a summary of your account activity, click the **item summary** link.

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<td>7.</td>
<td>To view a summary of your account activity, click the <strong>item summary</strong> link.</td>
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**Process Document**  
**Viewing Account Activity in MaineStreet**

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### Step 8

On the **Item Summary** page, the transactions that posted to your account are summarized by item types. You can view items for a specific Term or for All Terms. To view all items, click on **View All** located in the blue bar above the list of items.
To access your 1098-T tax form via Self-Service, click the **Account Services** tab.
Step | Action
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10. | On the **Account Services** page you can grant consent to receive 1098-T forms generated for you by the University of Maine System. Please refer to the "Accessing 1098-T Self-Service" document for information the 1098-T form.

11. | **End of Procedure.**