Viewing Charges and Payments via Student Self-Service

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 Student Center.
Navigation

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<td>After logging into the MaineStreet portal, click the <strong>Student Self-Service</strong> link to select it.</td>
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<td>Click the <strong>Student Center</strong> link.</td>
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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.

You can make a payment by clicking the **make a payment** link and view detailed information about your account by clicking the **Account Inquiry** link.

For this example, we’ll click the **Account Inquiry** link to review account details.
Step 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. In this example, the person has been admitted at two institutions and has enrollment deposits due at each.

Check all activity on your account by clicking the **Activity** tab.
Step 5. The **Account Activity** page shows activity at all institutions by default. If you have account activity at multiple institutions, you can lookup and select a specific institution. You can specify the **date range** for the activity, as well.

Click on the **Campus** drop-down arrow to select a specific institution.

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Step 6. Click on the appropriate institution to select it.
Step | Action
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7. | Along with specifying the institution and date range regarding your account activity, if you have account activity for multiple terms, you can also specify which term you wish to view information about.

Click on the drop-down arrow in the Term field to lookup and select the appropriate term.

8. | Click on the appropriate Term to select it.

9. | Click the go button.
In this example, account activity for this student for just the University of Southern Maine appears.
### Step 11.
To return to the Student Center, click the go to drop-down arrow. Click on Student Center to select it. Click the GO! button.

### Step 12.
End of Procedure.