



## **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.

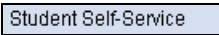

# Process Document

## Student Self-Service: Viewing Charges and Payments



### Navigation



Step	Action
1.	After logging into the MaineStreet portal, click the <a href="#">Student Self-Service</a> link to select it. 
2.	Click the <a href="#">Student Center</a> link. 

The screenshot shows the Student Center interface. The 'Finances' section is expanded, showing an 'Account Summary' box. The summary indicates a total amount due of 250.00, with charges of 0.00 and deposits of 250.00. A 'make a payment' link is visible below the summary. The 'Academics' section shows a 2008 Fall Schedule table with columns for Class, Schedule, and Room. The 'Personal Information' section shows contact information for home and mailing addresses, and home phone and ECUM numbers.

Class	Schedule	Room
HTY 311-0001 LEC (22367)	MoWe 8:45AM - 10:00AM	Luther Bonney 403
HTY 330-0001 LEC (30459)	We 4:10PM - 6:40PM	Bailey 218
LAT 101-0001 LEC (22553)	MoWeFr 10:15AM - 11:30AM	Payson Smith 207
MAT 120D-0001 LEC (22949)	TuTh 9:30AM - 10:45AM Tu 11:00AM - 12:00PM	Bailey 104 Bailey 218
THE 170F-0011 LEC (24985)	Mo 4:10PM - 6:40PM	Masterton 305

Step	Action
3.	<p>In the <b>Finances</b> section of the <b>Student Center</b>, an <b>Account Summary</b> shows your total charges and deposits due.</p> <p><b>Note:</b> The account balance figure only <u>includes charges due - not deposits due</u>.</p> <p>You can make a payment by clicking the <a href="#">make a payment</a> link and view detailed information about your account by clicking the <a href="#">Account Inquiry</a> link.</p> <p>For this example, we'll click the <a href="#">Account Inquiry</a> link to review account details.</p> <p><a href="#">Account Inquiry</a></p>



MaineStreet

Student's Name

go to ...
▼
»

summary

activity

[Help ?](#)

### Account Summary

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**Account Balance**

What I Owe

Campus	Term	Charges Due	Deposits Due	Total Due
University of Maine	2008 Fall		150.00	150.00
University of Southern Maine	2008 Fall		100.00	100.00
Total			250.00	250.00

Currency used is US Dollar.

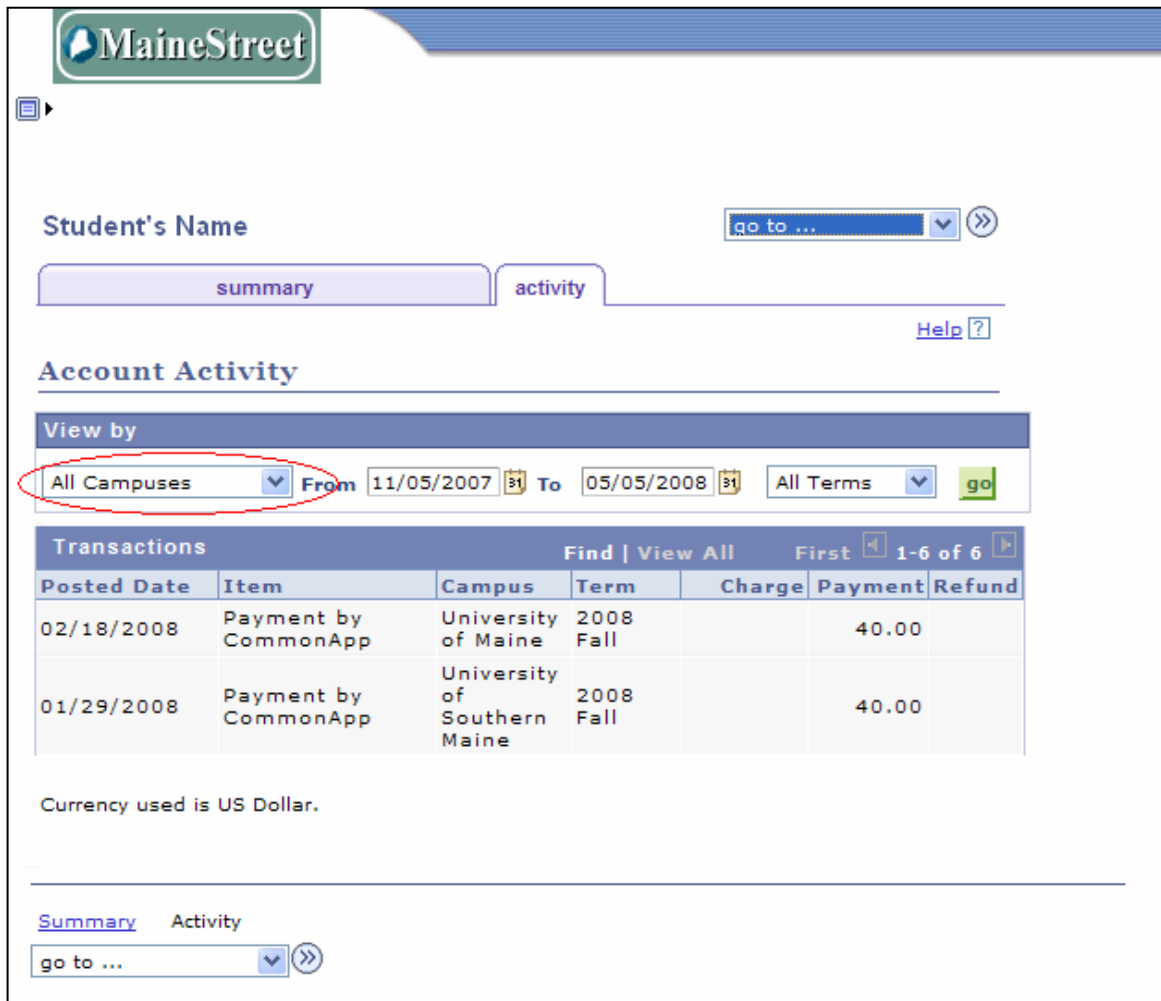
▶
Remittance Addresses

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Summary
Activity

go to ...
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Step	Action
4.	<p>Charges and deposits due will display on the <b>Account Summary</b> page. If you have accounts at multiple institutions, the <b>Account Summary</b> 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.</p> <p>Check all activity on your account by clicking the <b>Activity</b> tab.</p> <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block; margin-top: 5px;">activity</div>



Student's Name

summary activity [Help ?](#)

### Account Activity

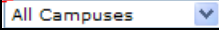
View by

All Campuses  go

Posted Date	Item	Campus	Term	Charge	Payment	Refund
02/18/2008	Payment by CommonApp	University of Maine	2008 Fall		40.00	
01/29/2008	Payment by CommonApp	University of Southern Maine	2008 Fall		40.00	

Currency used is US Dollar.

[Summary](#) Activity

Step	Action
5.	<p>The <b>Account Activity</b> 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 <i>date range</i> for the activity, as well.</p> <p>Click on the <i>Campus</i> drop-down arrow to select a specific institution.</p> 
6.	Click on the appropriate institution to select it.



**MaineStreet**

Student's Name

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**Account Activity**

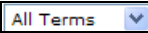
View by

Transactions Find | View All First 1-6 of 6

Posted Date	Item	Campus	Term	Charge	Payment	Refund
02/18/2008	Payment by CommonApp	University of Maine	2008 Fall		40.00	
01/29/2008	Payment by CommonApp	University of Southern Maine	2008 Fall		40.00	

Currency used is US Dollar.


[Summary](#) [Activity](#)

Step	Action
7.	<p>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 <i>term</i> you wish to view information about.</p> <p>Click on the drop-down arrow in the <i>Term</i> field to lookup and select the appropriate term.</p> 
8.	Click on the appropriate <b>Term</b> to select it.
9.	Click the <b>go</b> button.



# Process Document

## Student Self-Service: Viewing Charges and Payments



Student's Name

[summary](#) [activity](#) [Help ?](#)

### Account Activity

View by

University of Southe  2008 Fall

Transactions						
Find   View All						
First 1-2 of 2						
Posted Date	Item	Campus	Term	Charge	Payment	Refund
01/29/2008	Payment by CommonApp	University of Southern Maine	2008 Fall		40.00	

First 1-2 of 2 Last

Currency used is US Dollar.

[Summary](#) [Activity](#)


10. In this example, account activity for this student for just the University of Southern Maine appears.

# Process Document

## Student Self-Service: Viewing Charges and Payments



The screenshot shows the MaineStreet Student Self-Service interface. At the top, there is a navigation bar with the MaineStreet logo. Below the logo, there is a search bar and a "Student's Name" field. A dropdown menu is open, showing options: "go to ...", "Account Inquiry", "My Class Schedule", "Student Center", and "go to ...". The "Student Center" option is highlighted with a red circle. Below the navigation bar, there are two tabs: "summary" and "activity". The "activity" tab is selected. The main content area is titled "Account Activity". Below this, there is a "View by" section with a dropdown menu set to "University of Southe", a "From" date of "11/05/2007", a "To" date of "05/05/2008", and a "Term" dropdown set to "2008 Fall". A "go" button is next to these fields. Below the "View by" section, there is a "Transactions" table with columns: "Posted Date", "Item", "Campus", "Term", "Charge", "Payment", and "Refund". The table contains one row: "01/29/2008", "Payment by CommonApp", "University of Southern Maine", "2008 Fall", "40.00", and empty cells for "Charge" and "Refund". Below the table, there is a "Currency used is US Dollar." message. At the bottom, there is a "Summary" and "Activity" section with a "go to ..." dropdown menu.

Step	Action
11.	To return to the <b>Student Center</b> , click the <i>go to</i> drop-down arrow. Click on <b>Student Center</b> to select it. Click the <b>GO!</b> button. 
12.	<b>End of Procedure.</b>