Accessing & Setting-Up Authorized User Profile

Step | Action
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1. | On the **Student Account Suite** home page, in the **Authorized Users** box, enter your email address in the **E-mail** field. If you have multiple email addresses, enter the address the student entered for you when adding you as an authorized user. The same email address noted on the email notification you received.
### Reference Document
**Accessing & Setting-Up Authorized User Profile**

Welcome to University of Maine System Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

#### Students and Staff

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>PIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

**Login Now**

#### Authorized Users

Use this for parents or others who have been granted access.

<table>
<thead>
<tr>
<th>Email:</th>
<th>Password:</th>
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<td></td>
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</table>

Forgot your password? View your password hint, or have your password e-mailed to you.

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**Student Account Suite Features**

**Student Account Center**

- Check your balance
- Make a payment towards your balance
- View your payment history
- Store your payment methods for quick and easy payment
- As a student, provide permission to others (parents, employers, etc.) to view your bill and make payments.

**E-Billing**

- View and print your billing statement

**Payment Plan Management**

- Enroll in a payment plan so you can pay your balance in installments
- View your current payment plan status
- Make a payment toward one of your installments
- Schedule future installment payments

**Refunds**

- Enter your bank account information so that refunds can be deposited into your account electronically

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Students and staff may log in using their Student ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to StudentAccountsHelp@maine.edu

This site works best with Microsoft Internet Explorer 7.0 or higher, Mozilla Firefox 2.0 or higher, or Apple Safari 3.0 or higher. JavaScript must be enabled.

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>2.</td>
<td>The first time you login to the Bill+Payment Suite, enter the initial password sent to you from <a href="mailto:UMSstudentAccounts@maine.edu">UMSstudentAccounts@maine.edu</a>.</td>
</tr>
<tr>
<td>3.</td>
<td>When ready, select the <strong>Login Now</strong> button.</td>
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</table>
### Step 4

Enter your full name in the **Your Full Name**: field.
Step 5. Enter an alternate email address in the Alternate E-mail Address: field.
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<tr>
<td>6.</td>
<td>Enter a new password in the <strong>Enter your NEW password:</strong> field.</td>
</tr>
<tr>
<td>7.</td>
<td>Re-enter the new password into the <strong>Confirm your NEW password:</strong> field.</td>
</tr>
</tbody>
</table>

#### Step 8.
Enter a password hint into the **Password Hint:** field.

#### Step 9.
Click the **Continue** button to save your settings and login to Bill+Payment Suite.
This is the place to manage Rosa M Shater's account activity. Here you can view bills, enroll in a payment plan, make payments, and view your payment history. Use the tabs along the top to navigate through the site.

### Announcements

**Welcome to the Bill+Payment Suite**

If you have account activity at multiple UMaine campuses, use the View information for account drop-down list in the Quick View section to select a specific campus account.

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.

### Quick View

**Current Account Status**

View information for account: UMaine Farmington

There is no activity on this account at this time.

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<tbody>
<tr>
<td>10.</td>
<td><strong>End of Procedure.</strong></td>
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</table>