## Accessing eBills - Bill+Payment Suite version 6.0

Touchnet’s Bill+Payment Suite is where students process payments for charges and deposits due. In the Bill+Payment Suite, students can view their current account balance and unbilled account activity, view their bill, pay online using a credit card or electronic check, enroll in payment plans and authorize others to make payments for them. This topic explains how to make a payment via the Bill+Payment Suite.

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<th>Step</th>
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| 1.   | **Navigation:** From the MaineStreet portal, click the **Student Self-Service link > Student Center.**  

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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2. | 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 for all institutions displays, as well.

To access TouchNet's Bill+Payment Suite to pay the deposit, click the button.
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<td>3.</td>
<td>To navigate to TouchNet’s Bill+Payment Suite, select the <strong>Access TouchNet Bill+Payment</strong> button.</td>
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4. On your Bill+Payment Student Account Home page, you can view summary information about your account. 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.

In this example, the student has an account at multiple institutions so we'll select the drop-down arrow.
Step | Action
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5. | From the drop-down list of campuses where you have an account, click on the campus to select it.
6. | Click the Go button.
Step | Action
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7. | In the **Current Account Status** section, your total balance due at the institution displays. You can select the **Make a Payment** button to make a payment on the account. To view your account balances on a Term-by-Term basis, select the **View Account Activity** button.

In the **Statements** section, you see information about the last statement (bill) that was loaded into the system for you and a link to the most current statement.

In the **Term Balances** section, you can view your balance (debit or credit) on a term-by-term basis.
### Step 8

You can also view your bills via the **eBills** page. Click on the eBills tab to access the page.

If you have an account at multiple campuses, you must first select the campus you wish to view a statement for by clicking on the drop-down arrow in the **View information for account** field and then clicking **Go**. You can then select which statement you would like to view. By default, the most current statement is listed in the **Most Recent Billing Statement** section.