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.

### Step 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 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 **View Bill/Payment Options** button.
Step | Action
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3. | To navigate to TouchNet’s Bill+Payment Suite, select the **Access TouchNet Bill+Payment** button.

4. | After accessing your account in the Bill+Payment Suite, navigate to the Authorized Users setup page by selecting the *My Account* tab and then the *Authorized Users* sub-tab.
Step | Action
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5. | On the **Authorized Users** page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

If an authorized user has already been created, the page allows you to update settings or delete the user.

In the **Add an Authorized User** section, enter the email address of the Authorized User.

You have the following access options for the authorized user:

**Billing Statement access:**
- If you select “No,” the authorized user will see the current balance but not your billing statements.

**Payment History access:**
- If you select “No,” then the authorized user will see their own payments in the Payment History tab.

If you select "no" for both options, the authorized user will only be able to process payments for you.
### Step 6

To make a payment on your account, select the **Payments** tab at the top of the page.

If you have an account at multiple campuses, you must first select the campus you wish to submit payment for clicking on the drop-down arrow in the **View information for account** field and then click **Go**.

Your current account balance will then display in the **Account Payment** section. When ready to process the payment, click the **Make a Payment** button.
### Step 7

To view your payment history, select the **Payment History** tab.
8. On the Payment History page, you have a variety of options you can select to review your payment history. After selecting the options you wish you use for your search, select the View Report button.
Step | Action
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9. | To enroll in a payment plan click on the Payment Plans tab and then select the Enroll Now button to select from plans you are currently eligible to enroll in.
**Adding Authorized Users**

**Bill+Payment Suite, version 6.0**

Step | Action
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10. | Select the **eBills** tab to access your bills.

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.
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<td>11.</td>
<td>To make payment towards a deposit (i.e. Admissions deposit), click on the <strong>eDeposits</strong> tab. Next, click on the drop-down arrow in the <strong>Make a Deposit Payment for Term</strong> field and click on the appropriate Term to select it. If you have an account at multiple campuses, you will also need to look up and select the appropriate campus in the <strong>Account</strong> field. <strong>NOTE:</strong> Be aware that the list of deposits that displays is not based on deposits due on your account. Be certain you have a deposit due at the institution prior to selecting and processing a payment for it.</td>
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