Enrolling in a Payment Plan via Bill+Pay 6.0

TouchNet’s Bill+Payment suite enables students and authorized users to enroll in payment plans made available by an institution and submit payments toward payment plan installments. Bill+Payment Suite payment plans automatically synchronize with the student’s account in MaineStreet.

For example, if a student enrolls in a payment plan and later adds a new class, the payment plan will recalculate, adjust the plan installments amounts and automatically email the student or authorized user.

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<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Navigation:</strong> From the MaineStreet portal, click the <strong>Student Self-Service</strong> link &gt; <strong>Student Center</strong>. In the Finances section of the Student Center, select the <strong>Details/Bill/Pay</strong> link.</td>
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</table>
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.

**You owe $6,547.66. For the breakdown, access Charges Due
- Due Now $6,547.66
- Future Due $0.00
** You have a past due balance of $547.66. ****
Reference Document
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Step 3.

To navigate to TouchNet's Bill+Payment Suite, select the **Access TouchNet Bill+Payment** button.
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</tr>
</thead>
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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. |
<p>| 5.   | From the drop-down list of campuses where you have an account, click on the campus to select it. |
| 6.   | Click the <strong>Go</strong> button. |</p>
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<td>7.</td>
<td>Next, select the <strong>Payment Plans</strong> tab from the menu located at the top of the page.</td>
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8. Select the **Enroll Now** button.
## Step 9

On the **Plan Enrollment** page, if you have account activity at multiple UMS campuses, you will be prompted to select the campus (account) from the **View information for account** field. Click on the drop-down arrow and select the account you wish to enroll in a payment plan for.

## Step 10

Click the **Go** button.
### Step 11
Next, click on the drop-down arrow in the **View Payment Plans for Term** field to lookup and select the Term you wish to enroll in a payment plan for.

### Step 12
Click the **Select** button.
### Step 13

After selecting a Term, information about all available payment plans for the campus and term are listed. Select the plan you wish to enroll in. If only one payment plan is available, details about the plan will display. You can review the following information: Setup Fee, Minimum Down Payment, Number of payments, Payment frequency and the Late payment fee.

After reviewing the information, you can either click the **Continue** button to proceed with enrollment in the payment plan or click **Cancel**.
Step 14. The **Schedule Payment Plan** page is where you begin enrollment in the payment plan. Click the **Display Payment Schedule** button to view the list of plan charges and installments.
Step 15. After reviewing information about the down payment and plan installments, at the bottom of the page you have the option to either set up automatic payments for the installments or to submit payment for the installments manually.

Note: If the payment plan you are enrolling in is for USM, UMF or UMM, be aware that you cannot set up automatic credit card payments. You can, however, set up automatic eCheck payments.

Step 16. Click the button when ready.
Step | Action
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17. | On the **Select Payment Method** page, select which payment method to use for this payment and for future payment plan installment payments if you elected to set up automatic payments. You must pay for payment plan fees before your enrollment can be processed.
Step | Action
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18. | After entering information about the payment method, the **Payment Plan Agreement** page will display. Carefully read the agreement before agreeing to it. You should also print the agreement for your records. After carefully reviewing the agreement, if you agree to the terms, click the **I Agree** option.

19. | Click the **Continue** button.
Step 20. After agreeing to the payment plan agreement, the Payment Agreement page will display. This is where you must authorize the University of Maine System to debit the account you entered on the Select Payment Method page.
After selecting the "I agree to the above terms and conditions" option, click the Continue button.
Step | Action
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22. | After submitting the authorization, you will be enrolled in the payment plan. When the enrollment process is complete, you will be taken to the Payment Receipt page.
23. | End of Procedure.