Navigating Bill+Payment Suite as an Authorized User

Note: If this is the first time you have logged into the Bill+Payment Suite, you will need to set up your profile. Please see the "Accessing & Setting-Up Authorized User Profile" document for information about setting up your profile.

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<tr>
<th>Step</th>
<th>Action</th>
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<td>1.</td>
<td>On the <strong>Student Account Suite</strong> home page, in the <strong>Authorized Users</strong> box, enter your email address in the <strong>E-mail</strong> 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.</td>
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Step | Action
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2. | The first time you login to the Bill+Payment Suite, enter the initial password sent to you from UMSstudentAccounts@maine.edu.
3. | When ready, select the **Login Now** button.
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4. | If you are an Authorized User for multiple students, the Please Select Student Account page will open. To go directly to the account for one of the students, click on their name. If you wish to pay off all of the accounts at this time, select the Pay All button.

If you are an Authorized User for one student, when you select the Login Now button, you will be taken to that student's account home page.

For this example, we will select a student account.
5. On the student's Bill+Payment Student Account Home page, the student's name and your name display at the top of the page. You can view summary information about their account in the Quick View section. What information you can view on each page of the student's account depends on what level of access they allowed you when adding you as an Authorized User.

If the student has account activity at multiple campuses, click on the drop-down arrow in the View information for account field to select the campus you wish to access account activity for. If the student has 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 to select a campus account.
### Step 6

If the student authorized you to view their eBills, select the **eBills** menu option at the top of the page.
7. On the Account Summary page on the eBills tab, click the View eBills link to access any bills uploaded to the student's account.

*Stmt Amount is the amount due on your most recent statement. It does not reflect any payments or new charges.
Step | Action
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8. | Select the **View Current Billing Statement** link to open in a new window the most recent bill uploaded to your account. You can view previous billing statements, as well.
Step | Action
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9. | After opening the bill, you can print it or save it to your computer. Select in the top right-hand corner of the bill to close it.
Step | Action
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10. | To make payments and view the student's payment history, click the menu option.
### Step 11

On the **Make a Payment** page, if the student is enrolled in a payment plan, options for making a payment towards the plan are presented to you. If the student authorized you to view their billing statements, you can access their most recent statement from this page.

You can also schedule payments to apply towards the payment plan.

If the student has authorized you to view their account activity, select the **Payment History** option to view that information.
Step 12. To access the page where you can pay Deposit fees on behalf of the student, select the Deposit menu option at the top of the page.
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| 13.  | The **Make a Deposit Payment** page is where you can process payment for deposits...not charges due on the student's account. Be aware that the list of deposits that displays after selecting the Term and Account (if the student has account activity at multiple campuses) is not based on deposits actually due on the student's account. Be certain the student has a deposit due at the institution prior to selecting and processing a payment for it.  

To access information about payment plans you or the student has enrolled in or to view available payment plans, select the **Payment Plans** menu option. |
Step 14.
The **Active Payment Plan** page is where you can view information about any payment plans the student has enrolled in.

If you wish, you can select the **Pay Off** button to process payment for the Payoff Amount. The other option is to select the **Sign Up For a New Payment Plan** link to enroll in a payment plan on the student’s behalf. Doing so will remove the student from the plan they enrolled in and apply the Payoff Amount to the plan you enroll in. Select the **Payment Plan History** to view details about current and past payment plans related to the student’s account.

Please see the “Payment Plans for Authorized Users” document for information about enrolling in a payment plan.
Step 15. If you are an authorized user for multiple students, click the menu option to switch another student's account.
Step | Action
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16. | From the Select Student page you access other accounts you are authorized for by clicking on the student's name. You can also select the Pay All button to process payment for the combined balance due for all accounts.

To view your profile information, select the menu option to access your Personal Profile.
Step | Action
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17. | On the **Personal Profile** page you can change the name and email address. You can enter or change the alternate email address, as well. All email messages sent by the Bill+Payment Suite will go to the alternate email address, if used, as well as to the primary email address. After entering changes, select the **Save Changes** button to apply your new settings.

To change your Payment Profile, select the **Payment Profile** link.
Step | Action
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18. | On the **Payment Profile** page, you can save a payment method (credit or debit cards) or a bank account payment method. You can save as many different payment methods as you want.

After saving an account number, you cannot change the number once the payment method is saved; if an account number changes later or becomes invalid, you must delete the payment method and create a new one.

Select **Personal Profile** to return to the main profile page.
Personal Profile
You may update your personal profile and preferences here. If you choose to enter an alternate e-mail address, e-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to this student’s account. Please note that if you change your e-mail address, it will become your new Login ID.

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<tbody>
<tr>
<td>Login ID:</td>
</tr>
<tr>
<td>Company Name or Full Name:</td>
</tr>
<tr>
<td>E-mail Address:</td>
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<tr>
<td>Alternate E-mail Address:</td>
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19. | If at any time you wish to change your Bill+Payment Suite password, click the Change Password link.
20. | After going through the steps to reset your password, make certain to select Save to apply the setting.
21. | **End of Procedure.**