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 is an overview of the Bill+Payment Suite, version 6.0.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<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>.</td>
</tr>
</tbody>
</table>

In the Finances section of the Student Center, an Account Summary shows your total charges and deposits due.

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.
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 3

To navigate to TouchNet's Bill+Payment Suite, select the **Access TouchNet Bill+Payment** button.

Select the button below to leave MaineStreet and open TouchNet®’s Bill+Payment Suite in a new window. In the Bill+Payment Suite you can view your current account balance and unbilled account activity, view your bill, pay online using a credit card or electronic check, enroll in payment plans and authorize parents, family members and others to make payments for you.

**Note:** Please disable pop-up blockers prior to selecting the button.

To make a credit card payment for tuition and fees at the University of Maine (Orono) by MasterCard, American Express, or Discover, please call Sallie Mae at (800) 635-0120 or visit tuitionpay.salliemae.com/uMaine to make a one-time payment through the TuitionPay Express Plan.
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.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>From the drop-down list of campuses where you have an account, click on the campus to select it.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Go</strong> button.</td>
</tr>
</tbody>
</table>
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

Use the menu at the top of the page to navigate to other pages on your account. When you select a tab, access to related sub-pages will become available, as well.

To begin by viewing your account activity, click the **Account Activity** button to view your account activity.
9. On the **Account Activity** page, if no bills have been loaded to your account, all transactions for the account (charges, payments, financial aid...) will appear listed. The following information displays in the **Current Activity** section:

- **Description**: the transaction description.
- **Code**: (you can disregard this information)
- **Date**: the date the transaction posted to your account.
- **Amount**: the amount of the charge or credit.

To view transactions for a specific Term, click on the drop-down arrow in the **View Transactions by Term** field.
Step | Action
--- | ---
10. | To view your account profile information, select the *My Profiles* tab.
### Profile Settings

**Personal Profile**
You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned 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 your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the "Authorized Users" tab.

<table>
<thead>
<tr>
<th>Student Account:</th>
<th>999999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name:</td>
<td>Joe Student</td>
</tr>
<tr>
<td>E-mail address:</td>
<td><a href="mailto:joe.student@maine.edu">joe.student@maine.edu</a></td>
</tr>
<tr>
<td>Alternate e-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

- **Save Changes**
- **Saved Payment Methods**
- **Add New Payment Method**

### Step 11

On the **Profile Settings** page you can add an alternative email address. All email messages sent by the Bill+Payment Suite will go to the alternate email address as well as to the primary email address.

If you previously entered and saved a payment method (e-check of credit card) you can view details about the saved payment method by clicking on the **Saved Payment Methods** drop-down arrow. You can delete saved payment methods here, as well.

Click on the **Add New Payment Method** drop-down arrow to enter a new payment method.

From this page, you can setup and review your authorized users by clicking on the **Authorized Users** tab.
12. 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.

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.

When ready, select the **Continue** button. After you add the authorized user, they will receive email notification along with instructions for logging into their Bill+Pay account.
13. 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 | Action
--- | ---
14. | To view your payment history, select the **Payment History** tab.
Step | Action
--- | ---
15. | 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
--- | ---
16. | 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.
Step 17. 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.
18. To make payment towards a deposit (i.e. Admissions deposit), click on the eDeposits tab. Next, click on the drop-down arrow in the Make a Deposit Payment for Term field and click on the appropriate Term to select it. If you have an account at multiple campuses, you will also need to lookup and select the appropriate campus in the Account field.

**NOTE:** 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.