

Make a Payment via Bill+Payment Suite

Concept

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.

Navigation

Step	Action
1.	From the MaineStreet portal, click the Student Self-Service link.
2.	Click the Student Center link.



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inances					Week session on March 1,	
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Personal Information

Step	Action
3.	In the <i>Finances</i> section of the Student Center , an <i>Account Summary</i> shows your total charges and deposits due.
	<u>Note</u> : The account balance figure only <u>includes charges due</u> - <u>not deposits</u> <u>due</u> .
	To view detailed information about your account and to access your Bill+Payment Suite student account, click the Details/Bill/Pay link.



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What I Owe						
What I Owe Campus	Term	Outstanding Charges & Deposits		Pending Financial Aid	Total Due	
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Step	Action
4.	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 all institutions displays, as well.
	In this example, there is a \$250.00 Deposit due for UMF for the 2010 Fall Term. To access TouchNet's Bill+Payment Suite to pay the deposit, click the VIEW BILL/PAYMENT OPTIONS button.



≥Ma ■	ineStreet
	Student ID: 9999999 Joe Student
	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. <u>Note</u> : Please disable pop-up blockers prior to selecting the button.
	Access TouchNet Bill+Payment
Return	n To Student Center

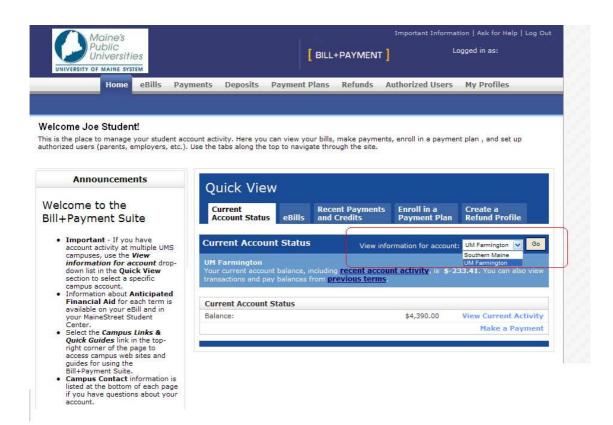
Step	Action
5.	To navigate to TouchNet's Bill+Payment Suite, select the <i>Access TouchNet Bill+Payment</i> button.



Public Universities			+PAYMENT		Logged in as:
	ayments Deposits	Payment Plans	Refunds A	uthorized Users	My Profiles
elcome Joe Student!					
s is the place to manage your student	account activity. Here you	can view your bills	, make payments	, enroll in a paym	ent plan , and set up
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Announcements		104			
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elcome to the	Current	Poo	ent Payments	Enroll in a	Create a
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Financial Aid for each term is	Current Account	Status			
available on your eBill and in your MaineStreet Student	Balance:			\$4,390.00	View Current Activity
Center.					Make a Paymen
 Select the Campus Links & Quick Guides link in the top- 					
right corner of the page to					
access campus web sites and guides for using the					
Bill+Payment Suite.					
• Campus Contact information is					
listed at the bottom of each page if you have questions about your					
account.					

Step	Action
6.	On your Bill+Payment Student Account Home page, you can view summary information about your account in the <i>Quick View</i> section. 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
7.	Click on the appropriate institution to select it.



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Home eBills Pay	ments Deposits Payment Plar	ns Refunds Auth	orized Users	My Profiles
Velcome Joe Student!				
'his is the place to manage your student acc uthorized users (parents, employers, etc.).	count activity. Here you can view your b Use the tabs along the top to navigate	ills, make payments, er through the site.	nroll in a paymer	nt plan , and set up
Announcements	Quick View			
Welcome to the Bill	Current R	ecent Payments E	nroll in a	Create a
Payment Suite	Account Status eBills a	nd Credits P	ayment Plan	Refund Profile
Your one stop shop for all account needs	Current Account Status	View informa	ation for account	: Southern Maine 💊 Go
	UM Farmington Your current account balance, inclu transactions and pay balances from	iding recent account a	activity, is \$-2	33.41. You can also view
	transactions and pay balances fron	previous terms.		
	Current Account Status Balance:		\$4,390.00	View Current Activity
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Step	Action
8.	When ready, click the button.



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Home eBills Pay	ments Deposits	Payment Plans	Refunds /	Authorized Users	My Profiles
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Announcements	Quick View	N			
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guides for using the Bill+Payment Suite. • Campus Contact information is listed at the bottom of each page					
if you have questions about your account.					

Step	Action
9.	In the <i>Current Account Status</i> section, your total balance due at the institution displays.
	After reviewing your account information, click the <i>Make a Payment</i> button to start the payment process.
	<u>NOTE</u> : To view your account balances on a Term-by-Term basis, select the View Current Activity link.



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Public Universities UNIVERSITY OF MAINE SYSTEM	PAYMENT]		ogged in as:		
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Account Description	Date	Amount	Current Balance*	Action	
Southern Maine Statement Payment Due On 05/22/2010	06/06/2010	\$2,540.00	\$4,390.00	Pay 🥔	
* Current balance includes activity since your last statement, incl	uding recent paym	nents and new cha	irges.		
Pending Payments					
lo payments have been set up.					

Step	Action
10.	On the Payments page, click the Pay button.



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Southern Maine	06/06/2010	07/06/2010	\$2,540.00	\$4,390.00
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	* credit card paym	ents are handled through PayF	Path™, a tuition payment service	
	Electronic Check - Electron Payments can be made from i.e. credit cards, home equity	a personal checking or savings	uting number and account number. s account. No corporate checks allowed,	

Step	Action
11.	The first step in the payment process is to select a payment method.
	Click on the drop-down arrow in the <i>Payment Method:</i> field.



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н	ome eBills Payments	Deposits Payment Plan	s Refunds Authorized Users	My Profiles
Account Name	Statement Date	Due Date	Statement Amount	Current Balance*
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*	Current balance includes activity	y since your last statemen	it, including recent payments and new cl	harges.
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	Electronic Check - Electronic Payments can be made from a i.e. credit cards, home equity,	personal checking or savings	uting number and account number. s account. No corporate checks allowed,	

Step	Action
12.	Select a method of payment from the drop-down menu.
13.	Click the Go button.



Date a Payment Payment History <u>Account Name</u> <u>Statement Date</u> <u>Due Date</u> <u>Statement Anoun</u> <u>Current Balance*</u> <u>Statement Maine</u> <u>O(/06/2010</u> <u>O/06/2010</u> <u>Statement Anount</u> <u>Statement Anount</u> <u>Statement Maine</u> <u>O(/06/2010</u> <u>O/06/2010</u> <u>Statement Anount</u> <u>Statement Maine</u> <u>O(/06/2010</u> <u>O/06/2010</u> <u>Statement Anount</u> <u>Statement Maine</u>		
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Step	Action
14.	After you have entered all the required account information, if you wish to save the information entered for this payment method for future payments, click the <i>Save this payment method for future use</i> option.



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Step	Action
15.	Enter a name for the payment method into the Save Payment Method As: field.
16.	Click the Continue button.



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Addr	ess:	123 Street				
_		Bangor, ME 04401				
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To re	voke this aut	horization agreement yo	ou must contact Student	3illing@maine.edu.		
Print	and retain a	copy of this agreement.				
Pleas	e check the b	ox below to agree to th	e terms and continue.			
			Print Agree	amont		
			I Agree	_)		

Step	Action			
17.	Next, you must authorize the saved payment method.			
	After reading the agreement, click the Agree option if you agree to the terms. <u>Note</u> : click Print Agreement to maintain a copy for your records.			
18.	Click the Continue button.			



Step	Action
19.	On the Step 2: Payment Options page, a notice appears at the top of the page that your payment method has been saved.
	Enter the amount of the payment into the <i>Payment Amount:</i> field.



Ha	ome eBills Pay	yments I	Deposits	Payment Plans F	tefunds	Authorized Users	My Profiles
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Step	Action
20.	If you wish, you can enter a comment about the payment in the <i>Memo</i> field.
	In the <i>Payment Date</i> field, you can enter a future date for the payment. Future- dated payments will display as "Pending Payments" on the Account Activity page until the payment date arrives and the payment is posted.
21.	Click the Continue button.



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UNIVERSITY OF M	DIIC VORSITIOS AINE SYSTEM		BILL+PAY	MENT] Logge	d in as:
	Home eBills Paymer	nts Deposits Pa	ayment Plans Refu	nds Authorized Users My	/ Profiles
Account Name	Statement Date	Due Date		Statement Amount	Current Balance*
Southern Maine	06/06/2010	07/06/20		\$2,540.00	\$3,190.00
	* Current balance include	s activity since your la	st statement, including i	ecent payments and new charges	
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	Payment M	lethod	Payı	nent Options	
	Payment Method:	eCheck Payments	Payment Date:	07/06/2010	
	Account Number:		Memo:	Partial Tuition Payment	
	ABA Routing Number:		Term Selected: Payment Amount:	Spring 2010 \$500.00	
			Payment Amount:	Change these values	
		Cancel	Submit Payment		

Step	Action
22.	Before submitting the payment, you can change the payment amount by clicking on Change these values .
	When ready to submit your payment, click the Submit Payment button.
23.	After submitting your payment, the Please wait While We Process Your Payment screen displays.



Maine's	Important Information Ask for Help Log Out
UNIVERSITY OF MATTINE SYSTEM	[BILL+PAYMENT] Logged in as:
Home eBills Payments Deposits Paym	ment Plans Refunds Authorized Users My Profiles
Thank you for your payment. We	e will send you a confirmation e-mail ord of all your payments, please see
the Paym	nent History.
Payment (Confirmation
Payment Date:	
Payment Time:	
Name of Payee:	
Name on Bank Account:	
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Account Number:	xxx9999
Depository:	
Amount Paid:	
Student Name:	
Confirmation Number:	201
Please print this page for your records.	

Step	Action
24.	A notice appears after your payment has been successfully processed.
	To return to your account Home page, click on .



Maine's				Important Inform	ation Ask for Help Log O
Public Universities UNIVERSITY OF MAINE SYSTEM		[BIL	+PAYMEN1	·]	Logged in as:
Home eBills Pay	ments Deposits	Payment Plans	Refunds	Authorized Users	My Profiles
Icome Joe Student! is the place to manage your student acc	ount activity. Here you	ı can view vour bill	s, make payme	nts, enroll in a payme	ent plan , and set up
orized users (parents, employers, etc.).					
Announcements	Quick Vie	NA/			
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ill+Payment Suite	Current Account Statu		ent Payment Credits	s Enroll in a Payment Plan	Create a Refund Profile
in the state					
 Important - If you have account activity at multiple UMS 	Current Accou	int Status			
campuses, use the View information for account drop-	Your current accou	unt balance, includi	n recent acc	ount activity is 62	00.00. You can also view
down list in the Quick View section to select a specific	transactions and p				
campus account.					
 Information about Anticipated Financial Aid for each term is 	Current Account	t Status			
available on your eBill and in your MaineStreet Student	Balance:			\$3,890.00	View Current Activity Make a Payment
Center.					Hake a Payment
 Select the Campus Links & Ouick Guides link in the top- 					
right corner of the page to					
access campus web sites and guides for using the					
Bill+Payment Suite.					
 Campus Contact information is listed at the bottom of each page 					
if you have questions about your					
account.					

Step	Action
25.	To return to your MaineStreet Student Center, click Log Out in the top-right corner of the page.



Step	Action
26.	To check that information about your payment processed in the Bill+Payment Suite has flowed back to your MaineStreet account, click the activity tab.