Reference Document

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

## DMaineStreet

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| Step | Action |
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| 3. | In the Finances section of the Student Center, an Account Summary shows your <br> total charges and deposits due. |
| $\underline{\text { Note: }} \mathbf{\text { due. }}$ |  |
| To view detailed information about your account and to access your Bill+Payment <br> Suite student account, click the $\underline{\text { Details/Bill/Pay ligure only includes charges due - not deposits }}$ |  |

## DMaineStreet

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Account Summary

You owe 4,390.00.

- Due Now $1,040.00$
- Future Due 3,350.00
** You have a past due balance of 1,040.00. **

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| Campus | Term | Outstanding Charges \& Deposits | Deposits <br> Due | Pending Financial Aid | Total Due |
| The University of Maine | 2010 Spring | 2,800.00 |  |  | 2,800.00 |
| The University of Maine | 2015 Fall | 1,550.00 |  | 600.00 | 950.00 |
| The University of Maine | 2011 Spring |  |  | 600.00 |  |
| The University of Maine | 2011 Fall | 40.00 |  |  | 40.00 |
| Total |  | 4,390.00 |  | 1,200.00 | 3,790.00 |
| Currency used is US Dollar. |  |  | VIEW BILL/PAYMENT OPTIONS | VIEW BILL/PAYMENT OPTIONS |  |


| Step | Action |
| :--- | :--- |
| 4. | On the Account Summary page, charges and deposits due, if any, will display <br> along with Pending Financial Aid. If you have accounts at multiple institutions, <br> the amounts will display in a separate row for each institution. The total amount <br> due all institutions displays, as well. |
| In this example, there is a $\$ 250.00$ Deposit due for UMF for the 2010 Fall Term. <br> To access TouchNet's Bill+Payment Suite to pay the deposit, click the <br> VIEW BILLPAYMENT OPTIONS 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.

| Step | Action |
| :--- | :--- |
| 5. | To navigate to TouchNet's Bill+Payment Suite, select the Access TouchNet <br> Bill+Payment button. |

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Welcome Joe Student!
This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

## Announcements

Welcome to the Bill+Payment Suite

- Important - If you have account activity at multiple UMS campuses, use the View information for account dropdown list in the Quick View section to select
- Information about Anticipated Financial Aid for each term is available on your eBill and in your MaineStreet Student Center.
- Select the Campus Links \& Quick Guides link in the topright 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 <br> information about your account in the Quick View section. If you have an account <br> at more than one institution, click on the drop-down arrow in the View <br> information for account field to select the institution you wish to view. If you have <br> account activity at only one institution, the drop-down arrow will not display. <br> In this example, the student has an account at multiple institutions so we'll select <br> the drop-down arrow. |



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Bill+Payment Suite

- Important - If you have account activity at multiple UMS campuses, use the View information for account dropdown list in the Quick View campus account.
- Information about Anticipated Financial Aid for each term is vailable on your eBill and in your MaineStreet Student Center.
- 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
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| Step | Action |
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| 7. | Click on the appropriate institution to select it. |



| Step | Action |
| :--- | :--- |
| 8. | When ready, click the $\mathrm{G०}^{\circ}$ button. |



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



| Step | Action |
| :--- | :--- |
| 10. | On the Payments page, click the Pay |



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

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| Step | Action |
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| 12. | Select a method of payment from the drop-down menu. |
| 13. | Click the $\sigma 0$ button. |

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| Step | Action |
| :--- | :--- |
| 14. | After you have entered all the required account information, if you wish to save <br> the information entered for this payment method for future payments, click the <br> Save this payment method for future use option. |



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



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

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

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| Step | Action |
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| 20. | If you wish, you can enter a comment about the payment in the Memo field. <br> In the Payment Date field, you can enter a future date for the payment. Future- <br> dated payments will display as "Pending Payments" on the Account Activity <br> page until the payment date arrives and the payment is posted. |
| 21. | Click the continue button. |

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



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

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authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.


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

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

