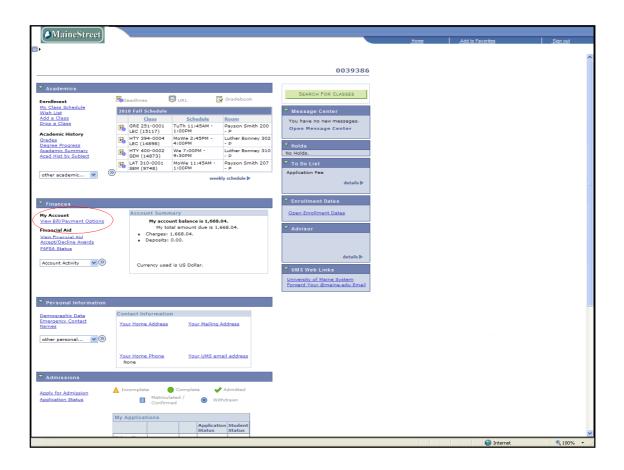# Access eBill in Bill+Payment Suite
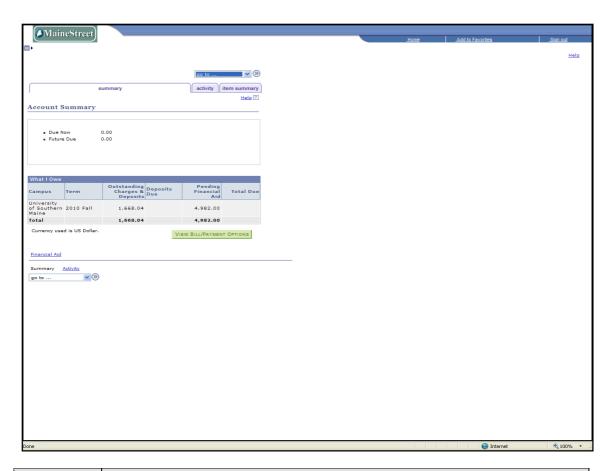
This document details how the Bill+Payment Suite enables you to access your current and previous university billing statements online.

Step	Action
1.	Navigate to your MaineStreet Student Center. In the **Finances** section of the Student Center, the total account balance due displays in the *Account Summary* box. The account balance figure only includes charges due...not deposits due. If a deposit is due on the account, that amount displays in the Deposits line. Select the Details/Bill/Pay link to access the **Account Summary** page.

Step	Action
2.	On the **Account Summary** page, charges and deposits due 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. Click the VIEW BILL/PAYMENT OPTIONS button to select options.

MaineStreet

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.
Note: Please disable pop-up blockers prior to selecting the button.
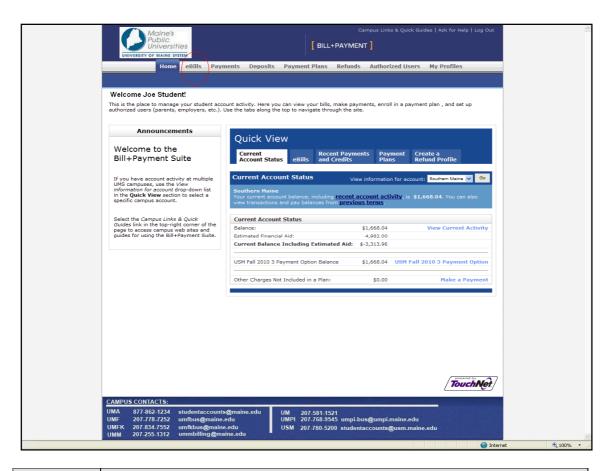
Access TouchNet Bill+Payment

Return To Student Center

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

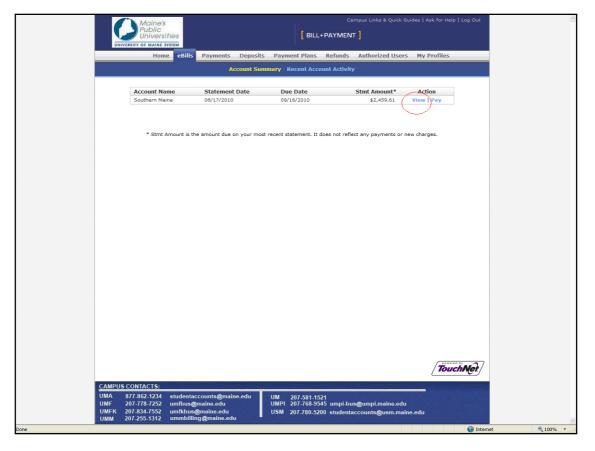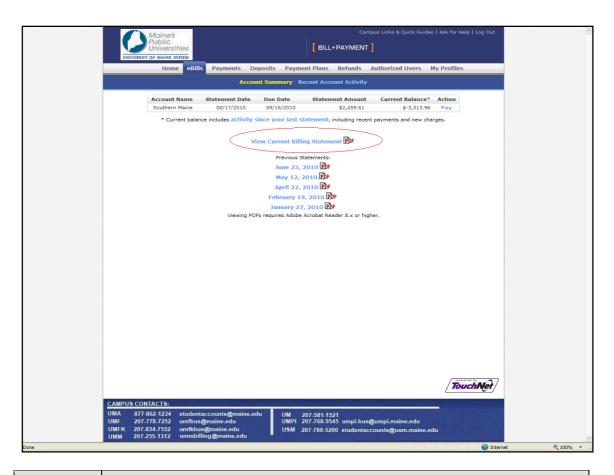| Step	Action
4.	On your Bill+Payment Student Account Home page, you can view summary information about your account. To access an eBill, select the **eBills** menu option at the top of the page.

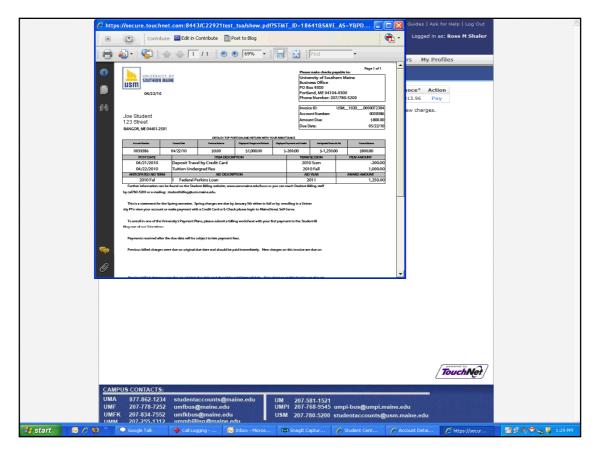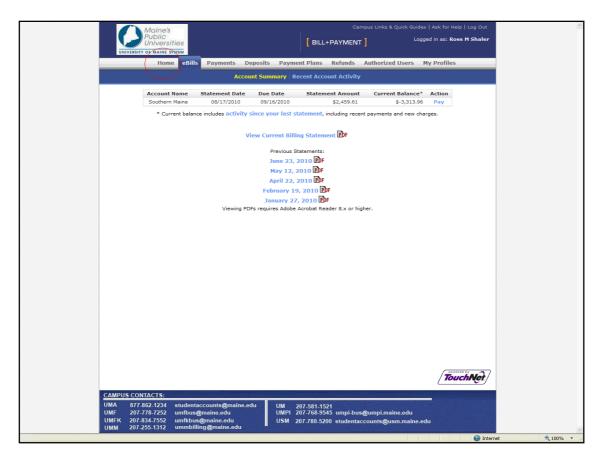| Step	Action
5.	On the **Account Summary** page on the *eBills* tab Click the **View eBills** link to access any bills uploaded to your account.

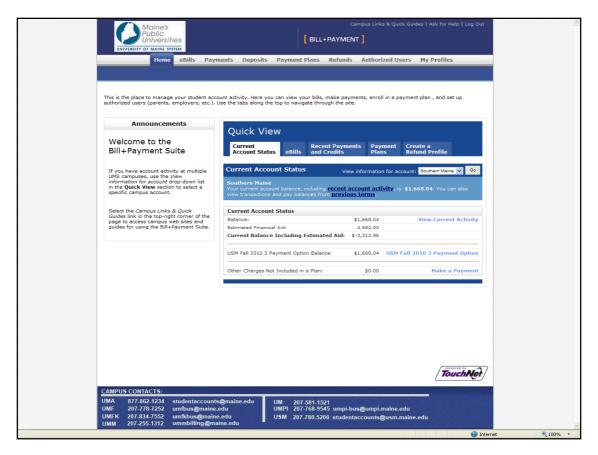| Step	Action
6.	Select the <u>View Current Billing Statement</u> link to open in a new window the most recent bill uploaded to your account. You can view previous billing statements, as well. Select a link for the bill you wish to view.

Step	Action
7.	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
8.	Select the **Home** menu option to return to your Bill+Payment Suite home page.

Step	Action
9.	**End of Procedure.**