

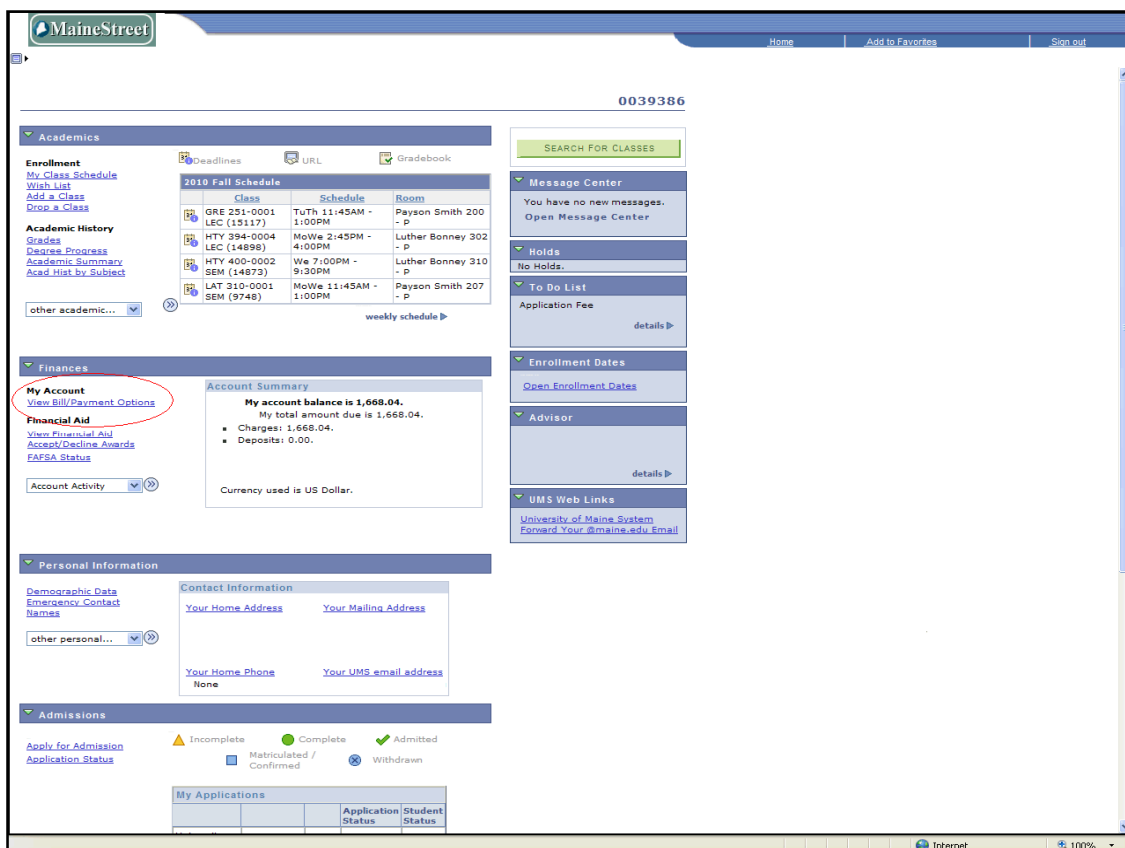


Reference Document

How to Access Your University eBills in Bill+Payment Suite

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.	<p>Navigate to your MaineStreet Student Center.</p> <p>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.</p> <p>Select the Details/Bill/Pay link to access the Account Summary page.</p>

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Account Summary

- Due Now 0.00
- Future Due 0.00

Campus	Term	Outstanding Charges & Deposits Due	Pending Financial Aid	Total Due
University of Southern Maine	2010 Fall	1,668.04	4,982.00	
Total		1,668.04	4,982.00	

VIEW BILL/PAYMENT OPTIONS

Step	Action
2.	<p>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.</p> <p>Click the VIEW BILL/PAYMENT OPTIONS button to select options.</p>



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Student ID: **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 <i>Access TouchNet Bill+Payment</i> button.

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How to Access your University eBills in Bill+Payment Suite



The screenshot displays the Bill+Payment Suite interface for a student account. At the top, the navigation menu includes Home, eBills (circled in red), Payments, Deposits, Payment Plans, Refunds, Authorized Users, and My Profiles. The main content area is titled 'Welcome Joe Student!' and provides instructions on how to manage the account. A 'Quick View' section offers a summary of the account status, including the current balance of \$1,668.04 and estimated financial aid of 4,982.00. The 'Current Account Status' table shows the following details:

Current Account Status		
Balance:	\$1,668.04	View Current Activity
Estimated Financial Aid:	4,982.00	
Current balance including Estimated Aid:	-\$3,313.96	
USM Fall 2010 3 Payment Option Balance	\$1,668.04	USM Fall 2010 3 Payment Option
Other Charges Not Included in a Plan:	\$0.00	Make a Payment

At the bottom, the 'CAMPUS CONTACTS' section lists contact information for various Maine University of Maine System (UMS) campuses, including UMA, UMF, UMFK, UMM, UM, UMPI, and USM.

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.



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Account Name	Statement Date	Due Date	Stmt Amount*	Action
Southern Maine	08/17/2010	09/16/2010	\$2,459.61	View Pay

* Stmt Amount is the amount due on your most recent statement. It does not reflect any payments or new charges.

CAMPUS CONTACTS:

UMA 877-862-1234	studentaccounts@maine.edu	UM 207-581-1521
UMF 207-778-7252	umfbus@maine.edu	UMPI 207-768-9545
UMFK 207-834-7552	umfbus@maine.edu	USM 207-780-5200
UMM 207-255-1312	ummbilling@maine.edu	studentaccounts@usm.maine.edu

Step	Action
5.	On the Account Summary page on the <i>eBills</i> tab Click the View eBills link to access any bills uploaded to your account.

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How to Access your University eBills in Bill+Payment Suite



The screenshot displays the Bill+Payment Suite interface for Maine's Public Universities. The top navigation bar includes links for Home, eBills, Payments, Deposits, Payment Plans, Refunds, Authorized Users, and My Profiles. The main content area shows an 'Account Summary' for 'Southern Maine' with a statement date of 08/17/2010, a due date of 09/16/2010, a statement amount of \$2,459.61, and a current balance of \$-3,313.96. A red circle highlights the 'View Current Billing Statement PDF' link. Below this, a list of 'Previous Statements' is provided, including links for June 23, 2010, May 12, 2010, April 22, 2010, February 19, 2010, and January 27, 2010. A footer section contains 'CAMPUS CONTACTS' for UMA, UMF, UMFK, UMM, UM, UMPI, and USM.

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*	Action
Southern Maine	08/17/2010	09/16/2010	\$2,459.61	\$-3,313.96	Pay

* Current balance includes activity since your last statement, including recent payments and new charges.

[View Current Billing Statement PDF](#)

Previous Statements:

- [June 23, 2010 PDF](#)
- [May 12, 2010 PDF](#)
- [April 22, 2010 PDF](#)
- [February 19, 2010 PDF](#)
- [January 27, 2010 PDF](#)

Viewing PDFs requires Adobe Acrobat Reader 8.x or higher.

CAMPUS CONTACTS:


UMA	877-862-1234	studentaccounts@maine.edu	UM	207-581-1521	
UMF	207-778-7252	umfbus@maine.edu	UMPI	207-768-9545	umpi-bus@umpi.maine.edu
UMFK	207-834-7552	umfkbus@maine.edu	USM	207-780-5200	studentaccounts@usm.maine.edu
UMM	207-255-1312	ummbilling@maine.edu			

Step	Action
6.	<p>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.</p> <p>Select a link for the bill you wish to view.</p>



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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.

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How to Access your University eBills in Bill+Payment Suite



The screenshot shows the Bill+Payment Suite interface for the University of Maine System. The user is logged in as Ross M Shaler. The 'Home' menu option is circled in red. The interface displays account summary information for Southern Maine, including statement dates, due dates, and current balances. It also provides links to view current and previous billing statements in PDF format.

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*	Action
Southern Maine	08/17/2010	09/16/2010	\$2,459.61	\$-3,313.96	Pay

* Current balance includes activity since your last statement, including recent payments and new charges.

View Current Billing Statement PDF


Previous Statements:

- June 23, 2010 PDF
- May 12, 2010 PDF
- April 22, 2010 PDF
- February 19, 2010 PDF
- January 27, 2010 PDF

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CAMPUS CONTACTS:

UMA	877-862-1234	studentaccounts@maine.edu	UM	207-581-1521	
UMF	207-778-7252	umfbus@maine.edu	UMPI	207-768-9545	umpi-bus@umpi.maine.edu
UMFK	207-834-7552	umfkbus@maine.edu	USM	207-780-5200	studentaccounts@usm.maine.edu
UMM	207-255-1312	ummbilling@maine.edu			

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



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The screenshot displays the Bill+Payment Suite interface for the University of Maine System. The top navigation bar includes links for Home, eBills, Payments, Deposits, Payment Plans, Refunds, Authorized Users, and My Profiles. A 'BILL+PAYMENT' button is visible in the top right. The main content area is divided into sections: 'Announcements' with a welcome message, 'Quick View' with tabs for Current Account Status, eBills, Recent Payments and Credits, Payment Plans, and Create a Refund Profile. The 'Current Account Status' section shows a balance of \$1,668.04 for Southern Maine. Below this is a table of account details:

Current Account Status		
Balance:	\$1,668.04	View Current Activity
Estimated Financial Aid:	4,982.00	
Current Balance Including Estimated Aid:	-\$3,313.96	
USM Fall 2010 3 Payment Option Balance	\$1,668.04	USM Fall 2010 3 Payment Option
Other Charges Not Included in a Plan:	\$0.00	Make a Payment

At the bottom, there is a 'CAMPUS CONTACTS' section with contact information for UMA, UMF, UMFK, UMM, UM, UMPI, and USM.

Step	Action
9.	End of Procedure.