

## COMPLETING THE FINANCIAL RESPONSIBILITIES STATEMENT

- Log into your MaineStreet Student Center.
- Your TO DO List will show on the right side of the screen. Select the Financial Responsibilities Statement. You will be taken to the online statement.

The screenshot shows the MaineStreet Student Center interface. At the top, there is a "Student Center" header and a yellow "SAVE" button. The main content is divided into two columns. The left column has a "Academics" section with links for Enrollment, My Class Schedule, Wish List, Enroll, My Academics, Academic History, Grades, Degree Progress Report, Academic Summary, Course History by Subject, and Transfer Credit Report. Below this is a "Finances" section with links for My Account, View My Bill, Pay My Bill, Account Activity, Item Summary, Direct Deposit, and View 1098-T. A central message box states "You are not enrolled in classes." The right column contains a "Message Center" (0 new and 0 old messages), a "Holds" section with a "Financial Responsibility Stmt" link, and a "To Do List" section with a "Financial Responsibility Statement" link. A "SEARCH FOR CLASSES" button is also visible.

- Read the statement and then select the ACCEPT box. Click the yellow SAVE button in the lower left corner.

The screenshot shows a form for accepting the Financial Responsibilities Statement. It includes the following text:

to an IRS penalty if I do not provide my TIN upon request.

- I understand that information regarding my account can only be released to me. If I want others to have access, it is my responsibility to grant them access by establishing TouchNet Bill + Payment Authorized User access through my MaineStreet portal and/or completing the Student Consent to Release Information form.
- I may be contacted regarding my outstanding obligation at any personal telephone number provided to the University of Maine System. Communication may be made by UMS or its agents to home or mobile telephone.

**Please be aware that beginning with the Summer/Fall 2016 terms, future registration will be held each semester, until the student financial responsibilities activity is completed.**

**After reviewing the above, click the Accept checkbox below and Save to confirm your agreement. Then click the Next button at the top of the page to advance to the next page.**

Accept

Date: 02/29/2016

Save Printable Page

- At the top of the page click the yellow NEXT button.
- You will be taken to the next page. Click the yellow FINISH button followed by clicking the EXIT button at the top of the page.

The screenshot displays the 'Student Task WorkCenter' interface. On the left, the 'Task Details' section shows 'Student ID:0045226' and a 'Task Progress' bar with markers at 0, 1, and 2. Below the progress bar, a green checkmark indicates 'Financial Agreement' is complete, and a yellow circle with an exclamation mark indicates 'Complete Task' is the current step. The main content area is titled 'Financial Responsibility Statement' and displays the student's name 'Sierra Linnea Beam' and the text 'Complete Financial Responsibility Statement'. A 'Due Date:' label is present but empty. Below this, a message reads: 'Thank you for reviewing the University of Maine System Financial Responsibility Statement. You must click the **Finish** button below to complete this task and release your registration hold.' A yellow 'Finish' button is located at the bottom of the main content area.

- You will be returned to the Student Center; the hold will have been removed.
- If you have questions or experience difficulty with the process contact the Merrill Center or stop by and use the kiosk available at the center.