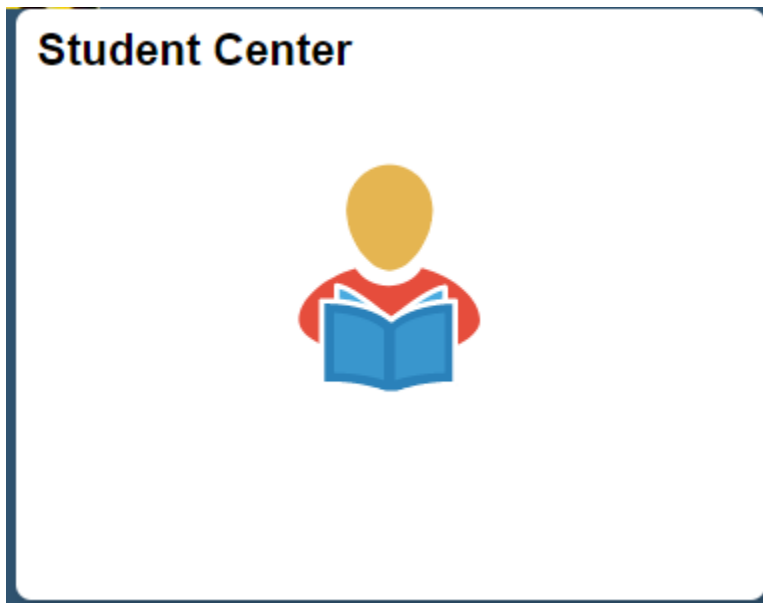


Adding an Authorized User to TouchNet Payment System



- From the Student Homepage in MaineStreet portal, click the **Student Center Tile**

[Student Center](#) [General Info](#) [Admissions](#) [Academics](#) [Finances](#) [Financial Aid](#) [Transfer Credit](#)

Paige's Student Center

Academics

Enrollment

[My Class Schedule](#)
[Wish List](#)

Academic History

[Grades](#)
[Degree Progress Report](#)
[Academic Summary](#)
[Course History by Subject](#)
[Transfer Credit Report](#)

other academic... ▼

Finances

My Account

[View My Bill](#)
[Pay My Bill](#)
[Account Activity](#)
[Item Summary](#)

Financial Aid

[View Financial Aid](#)
[FAFSA Status](#)

Account Summary

My account balance is 1,740.54.
My total amount due is 1,740.54.

- Charges: 1,740.54.
- Deposits: 0.00.

Currency used is US Dollar

[Search for Classes](#)

Message Center

You have 0 new and 7 old messages.
[Open Message Center](#) ▶

Holds

Preregistration Hold
[Details](#) ▶

To Do List

No To Do's.

Enrollment Dates

You may begin enrolling on the following dates:
2019 Fall
UM 04/29/2019
[Details](#) ▶

- In the *finances* section of the **Student Center**, select the **Pay My Bill** link

pg. 1

Last Updated: 7/12/2018

You owe 1,740.54.

Charges Due by Due Date

- Due Now 1,740.54
- Future Due 0.00

** You have a past due balance of 1,740.54. **

What I Owe

Campus	Term	Outstanding Charges & Deposits	Deposits Due	Pending Financial Aid	Total Due
The University of Maine	2019 Spring	1,740.54			1,740.54
Total		1,740.54			1,740.54

Currency used is US Dollar

[View Bill/Payment Options](#)

► Remittance Addresses

- Select the **View Bill/Payment Options** button

Select the button below to open TouchNet®'s Bill+Payment Suite in a new window.

Note: Disable your pop-up blockers prior to selecting the button.

In the Bill+Payment Suite you can:

- View your account activity, including your account balance
- View your bill
- Pay online using a credit card or electronic check
- Enroll in a payment plan (available at some campuses)
- Authorize others to make payments for you

You do not need to log in again when accessing the TouchNet® Bill+Payment Suite from MaineStreet. If you encounter a TouchNet login page, you may need to clear your browser's cache (temporary Internet files) and/or restart your browser and begin again by logging into MaineStreet.

[Access TouchNet Bill+Payment](#)

[Return To Student Center](#)




- Select the **Access TouchNet Bill+Payment** button

Student Account	
Balance	\$2,246.64
Estimated Financial Aid	\$1,125.00
Balance Including Estimated Aid	\$1,121.64
View Activity Enroll in Payment Plan Make Payment	

Payment Plans	
UM Fall 2018 5 Pmt - Balance	\$1,061.64
Balance Not Included in Plan	\$60.00

Statements	
Your latest eBill Statement (10/4/17) Statement : -\$9,178.00 View	

- The **Student Account** menu displays your current account balance, any anticipated aid and the remaining amount that can be enrolled in a payment plan

My Profile Setup	
	Authorized Users
	Payment Profile
	Notifications

Term Balances	
Fall 2018	\$756.00

- On the right-hand side of your screen select the **Authorized Users** link

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

[Add Authorized User](#)

- Click on the **Add Authorized User** link

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

[Add Authorized User](#)

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

☒ Yes

☐ No

Would you like to allow this person to view your payment history and account activity?

☒ Yes

☐ No

[Cancel](#)

[Continue](#)

- Enter the email address of the authorized user then select access capabilities of the user


Billing Statement and Account Activity

- If you select, **"No"** the authorized user will be able to view only the current balance but will not see your billing statements

Payment History and Account Activity

- If you select, **"No"** the payment history tab will show only payments the authorized user has made
- If you select **"No"** to both options, the authorized user will only be able to process payments on your account

- Select the **Continue** button



A screenshot of the bottom portion of the 'I Agree' dialog box. The 'I Agree' checkbox is highlighted with a red circle. Below it, the 'Continue' button is also highlighted with a red circle, while the 'Cancel' and 'Print Agreement' buttons are not.

- You will be prompted to agree to the terms of the Agreement to Add an Authorized User then select the **Continue** button
- Complete the same steps for each additional authorized user that you would like to add to your account