# **Establishing a Payment Plan as a Graduate Student**



• From the Student Homepage in MaineStreet portal, click the Student Center Tile

Student Center General Inf	o Admissions Academics	Finances Financial Aid	Transfer Credit
Paige's Student Center			
<ul> <li>Academics</li> </ul>			Search for Classes
Enrollment My Class Schedule Wish List	(i) You are not enrolle	d in classes.	✓ Message Center
Academic History Grades Degree Progress Report			You have 0 new and 7 old messages. Open Message Center
Academic Summary Course History by Subject			✓ Holds
Transfer Credit Report			Preregistration Hold
other academic			Details Þ
✓ Finances			▼ To Do List
My Account	Account Summary		No To Do's.
Pay My Bill Account Activity	My account balance is My total amount due is	<b>1,740.54.</b>	✓ Enrollment Dates
Item Summary Financial Aid View Financial Aid FAFSA Status	Charges: 1,740.54	k.	You may begin enrolling on the following dates: 2019 Fall
	Currency used is US D	ollar	Details ►

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

### 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 E	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
- The Payment Plans menu displays any payment plans that you are or were enrolled in. To see the details of a payment plan simply select the Payment Plan name (e.g. UM FALL 2019 5 Pmt – Balance)
- To enroll in a payment plan, select the Enroll in Payment Plan button

Payment Plan Enrollment		
Select	Schedule	Agreement
Select Account U of Maine: \$1,121.64 V Select	Select Term Select Term	▼ Select

- Select your UMaine account under the Select Account window
- Select the appropriate term under the **Select Term** window for your payment plan then select the **Select** button to the right of the Term window

#### **Payment Plan Enrollment** Select Agreement Select Term Fall 2018 ▼ Select Plan Name Action Setup Fee **Required Down Payment** Installments Late Payment Fee UM Fall 2018 - Estimated \$30.00 4 20% \$25.00 Details UM Fall 2018 - Calculated \$30.00 20% 4 \$25.00 Details \$15.00 UM GA & Fellow Fall 2018 \$0.00 4 \$25.00 Details UM GA & Fellow Annual Plan \$30.00 \$0.00 9 \$25.00 Details Under the Action column, select the Select button next to the type of payment plan that • you want to enroll in; Fall Only or Annual **Payment Plan Enrollment** Schedule UM GA & Fellow Annual Plan Please estimate all charges and credits to be included in the payment plan.

Description       Charges(\$)       Credits(\$)         Tuition - annual       0.000         Mandatory Fees-anni       522.00         Prog/Crse Fees-anni       1422.50         Prog/Crse Fees-anni       0.000         Room/Board-annual       0.000         Tuition Waiver-anni       0.000         Coars - annual       0.000         Coars - annual       0.000         Description       52/1/19         Coars - annual       0.000         Description       52/1/19         Coars - annual       0.000         Description       52/1/19         Coars - annual       0.000         Description       63/1/19         Coars - annual       0.000         Installment 8       5/1/19         Coars - annual       0.000         Description       0.000         Installment 8       5/1/19         Installment 9       6/1/19         Optional down payment       0.000         Description       Description         Total of installments       5/2/19         Stallment 9       6/1/19         Optional down payment       0.000         Description       Description	ligible Charges and Credits			Payment Sched	ule	
Luition - annual 0.000   Mandatory Fees-anni 522.00   Mandatory Fees-anni 522.00   Mandatory Fees-anni 1422.50   Mandatory Fees-anni 000   Mandatory Fe	Description	Charges(\$)	Credits(\$)	Description	Due Date	Amount(
Mandatory Fees-anni       522.00         Health Insurance       1422.50         Installment 1       10/1/18       80         Installment 2       11/1/18       80         Installment 3       12/1/18       80         Installment 4       1/1/18       80         Installment 5       2/1/18       80         Installment 6       3/1/19       80         Installment 7       4/1/19       80         Installment 8       5/1/19       80         Installment 7       4/1/19       80         Installment 8       5/1/19       80         Installment 9       6/1/19       80         Installment 9<	uition - annual	0.001		Setup fee	Due now	30.
installment 2       11/1/18       80         installment 2       11/1/18       80         installment 3       12/1/18       80         installment 3       12/1/18       80         installment 3       12/1/18       80         installment 4       1/1/19       80         installment 5       2/1/19       80         installment 6       3/1/19       80         installment 7       4/1/19       80         installment 8       5/1/19       80         installment 9       6/1/19       80         installment 9       80       80      1	Aandatory Fees-anni	522.00		Installment 1	10/1/18	80.
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Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date. No, I don't want to set up payments. I will come back and make each payment on or before the due date.	ould you like to set up payments to be ma	de automatically on the	dates shown above?			
No, I don't want to set up payments. I will come back and make each payment on or before the due date.	Yes, I want to set up my payments. Let me	e choose the payment me	thod that will auton	natically be used to mai	ke a payment on eac	h due date.
	No, I don't want to set up payments. I will	come back and make ea	ch payment on or b	efore the due date.		

o Use the worksheet shown above to enter your charge and anticipated aid amounts

• The scheduled installment amounts can be seen under the **Payment Schedule** menu on the right-hand side of your screen

Payment Schedu	ule	
Description	Due Date	Amount(\$)
Setup fee	Due now	30.00
Installment 1	10/1/18	238.28
Installment 2	11/1/18	238.28
Installment 3	12/1/18	238.28
Installment 4	1/1/19	238.28
Installment 5	2/1/19	238.28
Installment 6	3/1/19	238.28
Installment 7	4/1/19	238.28
Installment 8	5/1/19	238.28
Installment 9	6/1/19	238.26
	Total of installr	nents: 2,144.50
	Т	otal fees: 30.00

• You'll notice that you have either a \$30.00 or \$15.00 set-up fee charge, depending on the payment plan you select, and then either 4 or 9 equal installment payment amounts.

Vould you like to set u	p payments to be made automatically on the dates shown above?
Ves, I want to set up	my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
No, I don't want to	et up payments. I will come back and make each payment on or before the due date.

• At the bottom of your screen select whether you would like to set-up automatic scheduled payments or not and then select the **Continue** button to proceed

Payment Plan En	ollment		
Select	Schedule	Payment	Agreement
<ul> <li>You must pay the plan fees before</li> <li>All installments are paid automation</li> <li>You are responsible for making</li> </ul>	re enrollment can be processed. tically on their due dates. The payment r sure that the payment method remains v	nethod you choose will be used for all 1 alid for the duration of this payment pl	these payments. an.
Amount \$722.00 Method Select Method	ugh PayPath®, a tuition payment service		Back Cance Continue
Electronic Check - Payments can be ma Debit Card - We accept the following d ATM Debit Card - The following netwo card online.	de from a personal checking or savings ebit cards. rks are supported. Debit cards issued by	account. Bank of America, Chase, US Bank, and V	Wells Fargo cannot be processed as a debit

• Next, select which payment method you would like to use to pay your \$30.00 set-up fee and initial down payment. Choices are: Electronic Check/ACH or Credit Card

\*Keep in mind that credit card transactions will incur a 2.85% convenience fee\*

• Select **Continue** button once complete

### **Electronic Check**

• Enter your payment method details then select **Continue** button

Amount	\$721.00				
Method	New Electroni	c Check (checking/savings) 🔻			
Credit card paymer	nts are handled throu	ugh PayPath®, a tuition paym	nent service	h.	
Account Info	rmation			*Save payment method as:	
* Indicates required fields		(example my checking)			
You can use any p	ersonal checking or	savings account.			
Do not enter othe cards, home equit	r accounts, such as o y, or traveler's check	corporate account numbers, c cs.	credit		
Do not enter debi number and bank	t card numbers. Inst account number as	ead, enter the complete routi found on a personal check.	ng		
Name on account:			A		
Account type:		Select account type	T		
'Routing number: (E	xample)				
Bank account num	per:				
Confirm account n	umber:				

• Agree to the terms and conditions then select **Continue** button

Very encode and 11 d	a bla faill a san an sha a sha a sha a san ƙasar	
You must scroll through	n the full agreement and select "Lagree" to continue.	
Please read the follow	ing agreement carefully before you continue.	
Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$30.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$2,764.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$2,794.00
You have the right to rece printable version of this i	eive at this time an itemization of the Amount Financed. Select View Workshee emization.	t below for a
If you pay your plan off e finance charge.	arly, you will not have to pay a penalty and you will not be entitled to a refund	l of part of the
I, automatically be process fee of \$30.00, as well as a or installments using a cr that is late. I also underst to (1) declare the full bala any classes and/or drop o diplomas, or transcripts fi other collection costs are	understand that I have scheduled my 4 installment payments and these pa d on the due datespecified for each installment. I also agree to pay the paym ny service charges assess by TouchNet PayPath tuttion services for paying plan edit card. I understand that a late fee of \$25.00 will be assessed for each instal and that failure to meet the terms of this agreement may entitle <b>University</b> of noce plus late fees immediately due and payable by law. (2) refuse subsequent urrent classes(3) deny future enrollment in any payment plan, and (4) withhol orom being released until the unpaid balance, as well as all attorney fees, legal paid in full.	ayments will ent plan setup in down payments Iment payment f <b>Maine System</b> registration for d grades, expenses, and
Installment 1 in the amou	nt of \$691.00 due on 9/15/18.	
Installment 2 in the amou	nt of <b>\$691.00 due on 10/15/18</b> .	
Installment 3 in the amou	int of <b>\$691.00 due on 11/15/18</b> .	
Installment 4 in the amou	nt of <b>\$691.00 due on 12/15/18</b> .	
This agreement is dated	Thursday, July 12, 2018.	
For fraud detection purpo	oses, your internet address has been logged:	
I agree to the terms	and conditions.	$\sim$

## **Credit Card**

• Under Method, select Credit Card via PayPath

Payment P	lan Enrollmer	it		
Select	:	Schedule	Payment	Agreement
<ul> <li>You must pay the</li> <li>All installments a</li> <li>You are responsil</li> <li>If installment among</li> </ul>	e plan fees before enrollment c re paid automatically on their d ole for making sure that the pa ounts change due to new char	an be processed. due dates. The payment yment method remains ges or credits, the amou	method you choose will be used for all valid for the duration of this payment p nts of scheduled payments will adjust a	these payments. olan. ccordingly.
Amount	\$717.40			
incurou.	Credit Card via PayPath *	<b>V</b>		Back Cancel Continue
*Credit card payments ar	e handled through PayPath®,	a tuition payment servic	e.	
Electronic Check - Paym Debit Card - We accept t	ents can be made from a perso the following debit cards.	onal checking or savings	account.	
ATM Debit Card - The for card online.	ollowing networks are supporte	d. Debit cards issued by	r Bank of America, Chase, US Bank, and	Wells Fargo cannot be processed as a debit

• Agree to the terms and conditions then select **Continue** button

Payment Plan Agreen	nent		
You must scroll throug	h the full agreement and select "I agree" to continue.		
Please read the follow	ing agreement carefully before you continue.		
Annual Percentage Rate	nnual Percentage The cost of your credit as a yearly rate.		
inance Charge The dollar amount the credit will cost you, including all fees.		\$30.00	
Amount Financed	red The amount of credit provided to you or on your behalf.		
Total of Payments	The amount you will have paid after you have made all payments as \$2,79 scheduled.		
You have the right to rec printable version of this i If you pay your plan off e finance charge.	eive at this time an itemization of the Amount Financed. Select View Workshee temization. arly, you will not have to pay a penalty and you will not be entitled to a refund	t below for a of part of the	
l, automatically be process fee of \$30.00, as well as a or installments using a ci that is late. I also unders's to (1) declare the full bal any classes and/or drop diplomas, or transcripts f other collection costs are	understand that I have scheduled my 4 installment payments and these pay ed on the due datespecified for each installment. I also argere to pay the paym my service charges assess by Touchiket PayPath tuition services for paying plan edit card. I understand that a late fee of \$25.00 will be assessed for each install and that failure to meet the terms of this agreement may entitle <b>University of</b> ance plus late fees immediately due and payable by law. (2) refuse subsequent urnert classes) down/turner concliment in any payment plan, and (4) withhold rom being released until the unpaid balance, as well as all attorney fees, legal of paid in full.	nyments will ent plan setup i down payments Iment payment <b>Maine System</b> registration for d grades, expenses, and	
Installment 1 in the amo	unt of <b>\$691.00 due on 9/15/18</b> .		
Installment 2 in the amo	unt of \$691.00 due on 10/15/18.		
Installment 3 in the amo	unt of \$691.00 due on 11/15/18.		
Installment 4 in the amo	unt of \$691.00 due on 12/15/18.		
I his agreement is dated	I hursday, July 12, 2018.		
	, jour merrer address has been logged.		
I agree to the terms	and conditions.	$\frown$	
	Print Worksheet Print Agreement Back C	Carcel Continue	

• You will then be prompted through the PayPath Payment service to initiate a credit card payment

Select	Schedule	Payment	Plan Agreement	Agreement		
CH Payment Agree	ment					
hereby authorize <b>University</b> lebit or credit the same to su vill be added to my student a	y of Maine System to initiate debut to a secount. In the event that this account.	pit or credit entries to my Depo electronic payment is returne	sitory according to the terms below, d unpaid for any reason, I understand	and for my Depository to d that a <b>\$25.00</b> return fee		
Name:						
Address:						
Depository:						
Routing Number:						
Account Number:						
This agreement is dated Thur	rsday, July 12, 2018.					
For fraud detection purposes	, your internet address has been	logged: 130.111.213.194 at 7/1	2/18 1:02:34 PM EDT			
Any false information enter laws of the United States. V	red hereon constitutes as fraud /iolators will be prosecuted to t	and subjects the party enter he fullest extent of the law.	ing same to felony prosecution un	der both Federal and State		
To revoke this authorization a	agreement you must contact: <b>Stu</b>	dentAccountsHelp@maine.e	du			
Print and retain a copy of this	s agreement.					
Please check the box below t	o agree to the terms and continu	e.				
I agree to the above ter	ms and conditions.					

- You'll be prompted again to agree to the terms and conditions of the Payment Agreement, then select the **Continue** button
- You'll receive a Payment Confirmation/Receipt that you can print for your records