

# Adding an Authorized User to TouchNet Payment System

Favorites Main Menu

Menu

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- ▷ Records and Enrollment
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- **Student Self Service**
- My Personalizations
- My Dictionary

- From the MaineStreet portal, click the **Student Self-Service** link
- Click the **Student Center** link

**Academics**

Enrollment  
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[My Academics](#)  
**Academic History**  
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Deadlines URL Gradebook

**2018 Fall Schedule**

	Class	Schedule	Room
	ECO 340-0001 LEC (27963)	TuTh 8:00AM - 9:15AM	Donald P Corbett Business 105
	ECO 350-0990 LEC (31170)		On-line Course
	ECO 370-0001 LEC (27964)		On-line Course

weekly schedule ▶

other academic... ▼

**Finances**

**My Account**  
[View My Bill](#)  
[Pay My Bill](#)  
[Account Activity](#)  
[Item Summary](#)  
[Direct Deposit](#)  
[View 1098-T](#)

**Financial Aid**  
[View Financial Aid](#)  
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**Account Summary**

**My account balance is 2,246.64.**  
 My total amount due is 2,246.64.

- Charges: 2,246.64.
- Deposits: 0.00.

Currency used is US Dollar.

**SEARCH FOR CLASSES**

**Message Center**  
 You have 0 new and 3 old messages.  
[Open Message Center](#) ▶

**Holds**  
 No Holds.

**To Do List**  
 No To Do's.

**Enrollment Dates**  
 You may begin enrolling on the following dates:  
**2018 Fall**  
 UM 04/27/2018  
[details](#) ▶

**Advisor**  
 UMA - UMA Advising Office  
 UM - Travis Lawrence Blackmer  
[Advisor Notes](#)  
[details](#) ▶

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

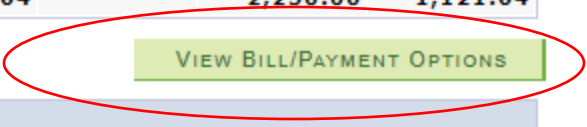
## Account Summary

**You owe 2,246.64.** For the breakdown, access [Charges Due by Due Date](#)

- Due Now                      0.00
- Future Due                  2,246.64

What I Owe					
Campus	Term	Outstanding Charges & Deposits	Deposits Due	Pending Financial Aid	Total Due
The University of Maine	2018 Fall	2,246.64		1,125.00	1,121.64
The University of Maine	2019 Spring			1,125.00	
<b>Total</b>		<b>2,246.64</b>		<b>2,250.00</b>	<b>1,121.64</b>

Currency used is US Dollar.



▶ [Remittance Addresses](#)

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

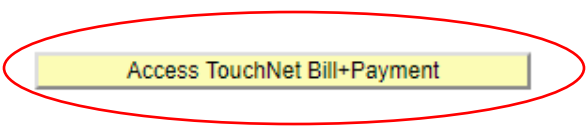
Select the button below to open TouchNet®'s Bill+Payment Suite in a new window.

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.



[Return To Student Center](#)

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

The screenshot displays the 'Student Account' section with the following data:

Student Account	
Balance	\$2,246.64
Estimated Financial Aid	\$1,125.00
Balance Including Estimated Aid	\$1,121.64

Below the account summary are three buttons: [View Activity](#), [Enroll in Payment Plan](#), and [Make Payment](#).

The 'Payment Plans' section shows:

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

The 'Statements' section shows:

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 screenshot displays the 'My Profile Setup' section with the following options:

- Authorized Users** (circled in red)
- Payment Profile
- Notifications

Below this is the 'Term Balances' section:

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

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[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

- Enter the email address of the authorized user and select access capabilities of the user, then select the **Continue** button

### Agreement to Add Authorized User

The e-mail address you provided already exists in our system, however we have no record of that person's name. This indicates that the person to whom the e-mail address belongs was or may still be a registered user in our system. Please ensure that the e-mail address you provided is correct. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **University of Maine System** to grant full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, July 12, 2018.

For fraud detection purposes, your internet address has been logged:

130.111.213.194 at 7/12/18 1:18:20 PM EDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

Please check the box below to agree to the terms and continue.

I Agree

- 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