Adding an Authorized User to TouchNet Payment System

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

- In the **finances** section of the **Student Center**, select the **Pay My Bill** link
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.
• Select the **Access TouchNet Bill+Payment** button

![Student Account](image)

- **Balance**: $2,246.64
- **Estimated Financial Aid**: $1,125.00
- **Balance Including Estimated Aid**: $1,121.64

![Payment Plans](image)

- **UM Fall 2018 5 Pmt - Balance**: $1,061.64
- **Balance Not Included in Plan**: $60.00

![Statements](image)

- **Your latest eBill Statement**: (10/4/17) Statement: -9,178.00

![My Profile Setup](image)

- **Authorized Users**
- **Payment Profile**
- **Notifications**

- **Term Balances**
  - **Fall 2018**: $756.00

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

• On the right-hand side of your screen select the **Authorized Users** link
• Click on the **Add Authorized User** link

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