Establishing a Payment Plan as a Student

- 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
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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits Due</th>
<th>Deposits Due</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Maine</td>
<td>2018 Fall</td>
<td>2,246.64</td>
<td>1,125.00</td>
<td>1,121.64</td>
<td></td>
</tr>
<tr>
<td>The University of Maine</td>
<td>2019 Spring</td>
<td></td>
<td>1,125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>2,246.64</td>
<td>2,250.00</td>
<td>1,121.64</td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

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

- 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 2018 5 Pmt – Balance).
- To enroll in a payment plan, select the **Enroll in Payment Plan** button.

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.
Under the Action column, select the Select button next to the type of payment plan that you want to enroll in; Estimated or Calculated.

If selecting an Estimated plan

- Use the worksheet shown above to enter your charge and anticipated aid amounts
- 2018-2019 Tuition and Fees Rates
If selecting a **Calculated** plan

- Your charges and anticipated aid amounts will automatically populate for you
- The scheduled installment amounts can be seen under the **Payment Schedule** menu on the right-hand side of your screen
- You’ll notice that you have a $30.00 set-up fee charge and then 5 equal installment payment amounts; the first being your initial down payment that will be required upon completion of the enrollment process.

- 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.
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
• Agree to the terms and conditions then select **Continue** button
• Under **Method**, select Credit Card via PayPath

![Payment Plan Enrollment](image)

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

*Credit card payments are handled through PayPath®, a tuition payment service.*

- **Electronic Check** - Payments can be made from a personal checking or savings account.
- **Debit Card** - We accept the following debit cards.
- **ATM Debit Card** - The following networks are supported. Debit cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a debit card online.

![Electronic Check](image)

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

![Payment Plan Agreement](image)

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