Establishing a Payment Plan as an Authorized User

- Once your student has authorized you as a user on his/her TouchNet payment account you will receive an email with the login credentials to be able to access the account.

- Enter your email address and established password
• 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.

![Payment Plan Enrollment](image)

• 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](image)

• 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.
  - 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.

![Set up Automatic Payments](image)

• 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 Enrollment](image)

• 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

![Electronic Check Payment Form]

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

![Payment Plan Agreement]
Credit Card

- Under **Method**, select Credit Card via PayPath

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