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

What I Owe

<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></td>
<td>1,121.64</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><strong>Total</strong></td>
<td></td>
<td><strong>2,246.64</strong></td>
<td></td>
<td><strong>2,250.00</strong></td>
<td><strong>1,121.64</strong></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.
• Select the **Access TouchNet Bill+Payment** button

![Image of TouchNet interface](image)

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

UM GA & Fellow Annual Plan

- Eligible Charges and Credits:
  - Tuition - annual
  - Mandatory Fees - GIM
  - Health Insurance
  - Peg/Octa Fees - annual
  - Room/Board - annual
  - Tuition Waivers:

- Payment Schedule:
  - Total of installments: $722.00
  - Total fees: $30.00

Set up Automatic Payments:
- Would you like to set up payments to be made automatically on the dates shown above?
  - 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.

Optional down payment:
- Update Schedule
The scheduled installment amounts can be seen under the Payment Schedule menu on the right-hand side of your screen.
• You will 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.

![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 set-up fee. 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
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