Establishing a Payment Plan as a Graduate Student

- From the Student Homepage in MaineStreet portal, click the Student Center Tile

Paige's Student Center

- 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
- 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 2019 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; Fall Only or Annual.

- Use the worksheet shown above to enter your charge and anticipated aid amounts.
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 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.

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

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