Establishing a Payment Plan as a Student

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

<table>
<thead>
<tr>
<th>Student Center</th>
<th>General Info</th>
<th>Admissions</th>
<th>Academics</th>
<th>Finances</th>
<th>Financial Aid</th>
<th>Transfer Credit</th>
</tr>
</thead>
</table>

### Paige's Student Center

#### Academics

- **Enrollment**
  - My Class Schedule
  - Wish List
- **Academic History**
  - Grades
  - Degree Progress Report
  - Academic Summary
  - Course History by Subject
  - Transfer Credit Report

- Other academic...

#### Finances

### Account Summary

- **My account balance is** $1,740.54.
- **My total amount due is** $1,740.54.
  - Charges: $1,740.54
  - Deposits: $0.00

- Currency used is US Dollar

- In the **finances** section of the **Student Center**, select the **Pay My Bill** link
You owe 1,740.54.

Charges Due by Due Date

- Due Now: 1,740.54
- Future Due: 0.00

** You have a past due balance of 1,740.54. **

**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>2019 Spring</td>
<td>1,740.54</td>
<td></td>
<td></td>
<td>1,740.54</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>1,740.54</td>
<td></td>
<td></td>
<td>1,740.54</td>
</tr>
</tbody>
</table>

Currency used is US Dollar

**Remittance Addresses**

- 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; **Estimated** or **Calculated**

If selecting an **Estimated** plan

- Use the worksheet shown above to enter your charge and anticipated aid amounts
- **2019-2020 Tuition and Fees Rates**
• If selecting a **Calculated** plan

![Payment Schedule Image]

- 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

![Payment Schedule Image]
• You’ll notice that you have a $30.00 set-up fee charge and then 5 equal installment payments 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.
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