How to Designate an Authorized User

Authorizes Parent/Guardian/Advocate access to view the student’s bill/account and receive billing emails. The student must complete the following steps

1. Go to payonline.kent.edu
2. Students should input their FlashLine User ID and password under Student Login
3. Scroll down to the Parent PINs box. Click on Add New
4. Enter the authorized user’s information in the box. The password must contain at least two non-letters

Please Note: Students have the ability to cancel Authorized User access at any time by signing into their e-bill account and deactivating the Authorized User’s login ID. More than one Authorized User can be set up for a student at a time.