PAY ON-LINE BY CHECK OR CREDIT/DEBIT CARD

Online payments can be made by at https://payonline.kent.edu.

There are three ways to access the payment portal.

1. Students enter their FlashLine User ID and password under Student login
2. Authorized Users login as an Authorized User.
3. Guest Users enter the student account number and last name of the student they are making a payment for.

Once logged on to any one of the three options, select “Make a Payment” from the menu bar.
Select **Student Account Payment** under Available items.

<table>
<thead>
<tr>
<th>Available items</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Account Payment</strong></td>
<td></td>
</tr>
<tr>
<td>View category</td>
<td></td>
</tr>
</tbody>
</table>

Then select the Term you want to pay from the available options. The terms available are updated each semester.

<table>
<thead>
<tr>
<th>Items</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online - Current Term</strong></td>
<td><strong>Spring 2020 Term</strong></td>
</tr>
<tr>
<td>View details</td>
<td>View details</td>
</tr>
<tr>
<td><strong>Summer 2020 Term</strong></td>
<td><strong>Fall 2019 Term</strong></td>
</tr>
<tr>
<td>View details</td>
<td>View details</td>
</tr>
</tbody>
</table>
In the pop-out window, enter the amount you would like to pay then select Add to payment.

A pop-up window will allow you to either add more items or continue with your payment by selecting Pay now.

Select the Continue button at the bottom of the screen.
Select and enter your payment information, then select **Continue**.

**How would you like to pay?**

- Payment amount: $150
- Payment method: Test (****3456)
- New credit or debit card
- New bank account
- New 529 savings plan

**Routing transit number**: 041000124

**Bank account number**: ******

**Confirm bank account number**: ******

- Save bank account for future use

Confirm your information on the last step, then select the button **Pay $###** to complete your payment. This button will display the full amount of your transaction, including multiple items if you have selected more than one, and/or the convenience fee if you pay by credit card.
When your transaction is complete the screen will display the amount of the transaction, your receipt number and the email address to which the receipt was sent to.

$150

Thank you for your payment

You have a remaining balance of $0

The payment receipt #3306753 was sent to:
@kent.edu