



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.

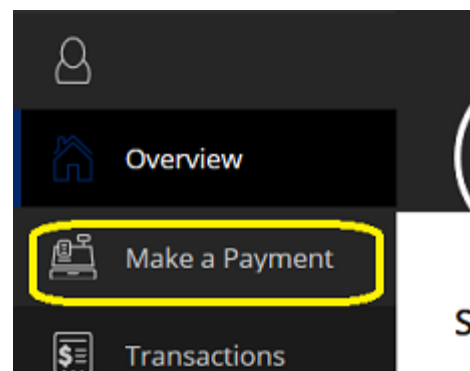


Welcome to the login site for making online payments and viewing published e-bills. Please login using one of the following options:

Student Username <input type="text" value="flashline"/> Password <input type="password"/> <input type="button" value="Login"/>	Guest User (Parent/Guardian) - Enter student's KSU ID # and student's last name - Can only make payments to student's account
Authorized User Parent/Guardian - Access is authorized by student - View e-bills or make payments to a student's account	Non-Student/ARO Accounts - Access assigned by Bursar's office - View e-bills or make payment to an ARO account

[Username and Login Help](#) [What is a KSU ID Number](#) [How to Become an Authorized User](#) [FAQs Regarding Electronic Billing](#)

Once logged on to any one of the three options, select "Make a Payment" from the menu bar.



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Select **Student Account Payment** under Available items.

Available items

Student Account Payment

[View category](#)

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

Student Account Payment

Items

Online - Current Term

[View details](#)

Spring 2020 Term

[View details](#)

Summer 2020 Term

[View details](#)

Fall 2019 Term

[View details](#)

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In the pop-out window, enter the amount you would like to pay then select **Add to payment**.

A screenshot of a mobile application's "Item details" pop-out window. The window has a blue header with a white "X" icon. Below the header, the text "Available items" is followed by "Item details". A horizontal line separates the header from the content. The content displays "Online - Current Term" and "\$150.00". Below this, there is a text input field containing "\$150.00", which is highlighted with a yellow rectangle. To the right of the input field is a small blue circle with a white "X" icon. Below the input field, the text "Maximum \$1,000,000" is visible. On the left side of the window, there is a vertical grey bar with the text "en" and "err" partially visible.

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

A screenshot of a mobile application's "Item added!" pop-up window. The window has a green circular icon with a white checkmark at the top. Below the icon, the text "Item added!" is displayed. Underneath, the text "Do you want to pay now or add more items?" is shown. At the bottom, there are two buttons: a dark grey button labeled "Pay now" and a light grey button labeled "Add more".

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) ▼

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

ymment

Cancel

Continue

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.

Cancel

Pay \$150



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