



STEP-BY-STEP STUDENT ACCOUNT ACCESS

For problems logging on to FlashLine, contact the Help Desk at (330) 672-4357

VIEW UP-TO-DATE ACCOUNT BALANCE

- Students should log into their FlashLine account through www.kent.edu
- Select Student/Finances
- Select “My Student Account Detail” under “Tuition and Payments”

VIEW E-BILL

- Go to <https://payonline.kent.edu>
- Students should input their FlashLine User ID and password in the “Student Login” selection
- Authorized Users (if already set up) should choose “Authorized User”
- Select on “view bill” on the blue menu bar at the top of the screen
- Scroll down to the appropriate invoice or statement that you wish to view. Select on “view”

The e-bill represents a “snap-shot” of a student account at the time the bill was published. Charges and credits may have been placed on the account after the bill was published. Also, not all registration activity will result in an e-bill being generated prior to a due date; therefore please refer to “View Up-to-Date Account Balance” instructions above.

VIEW/PRINT A STUDENT ACCOUNT STATEMENT

- Students should log into their FlashLine account through www.kent.edu
- Select Student/Finances
- Select “Print a Statement of Student Account” under “Tuition and Payments”

MONTHLY PAYMENT PLAN OPTIONS

Tuition Management System (TMS) manages all of KSU monthly payment plan options. The monthly payment plan option is only available for fall and spring terms. For more information please visit TMS at kent.afford.com or call 800-722-4867. For calls outside of the U.S. and Canada please call 401-921-3999.



PAY ON-LINE BY CHECK OR CREDIT/DEBIT CARD

- Go to <https://payonline.kent.edu>
- There are three ways to make a payment
 - Students can enter their FlashLine User ID and password under “Student Login”
 - *Authorized Users* can login as an Authorized User.
 - **Pinless Users can enter the student account number or SSN and last name of the student they are making a payment for**
- Once you have successfully logged in to any one of the three options, select “Make payment” on the blue menu bar at the top of the screen.
- Scroll down and select the appropriate semester
- Enter the amount you wish to pay and select “Add to Cart” button
- Verify the amount and select the “Checkout” button
- Follow the prompts for entering your payment information

For more detailed instructions on how to make an online payment go to [How to Make an Online Payment](#)

HOW TO SETUP AN AUTHORIZED USER


A person other than the student has the ability to view and pay the bill as an Authorized User. The student must setup the authorized user by following the steps below.

- Go to <https://payonline.kent.edu>
- Students should input their FlashLine User ID and password under “Student Login option”
- Scroll down to the “Parent PINs” box. Click on ”Add new”
- Enter the authorized user’s information in the field, the password must contain at least two non-letters

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.



ADDRESS: CHANGE/UPDATE

- Students should log into their FlashLine account through www.kent.edu
- Select image  that appears under “FlashLine” to open “My Profile”
- Scroll down to “Secure Student Access”
- Select “Addresses & Phone Numbers”

AUTHORIZATION OF TITLE IV AID

Your authorization of Title IV is part of your class registration process. If you did not process your own class registration then you can provide your Authorization of Title IV through your FlashLine account by following the steps below. More information about the authorization of Title IV aid can be found on the One Stop for Student Services home page at <http://www.kent.edu/onestop>.

- Students should log into their FlashLine account through www.kent.edu
- Select Student/Finances
- Select Financial Aid/Title IV Federal Aid Authorization

OPT OUT OF LEGAL SERVICES FEE (LSF)

- Students should log into their FlashLine account through www.kent.edu
- Select Student/Finances
- Select “Legal Services Fee Information & Opt-Out” under “Tuition and Payments”
- Select a term and “Submit”
- Scroll down and select “Submit”

Visit the FAQ Legal Service Fee Resources page for more information regarding the LSF.

ACCESSING THE 1098T

- Students should log into their FlashLine account through www.kent.edu
- Select Student/Finances/Tuition Tax Forms
- Select “1098T Forms”
- Enter a tax year and select “Submit”