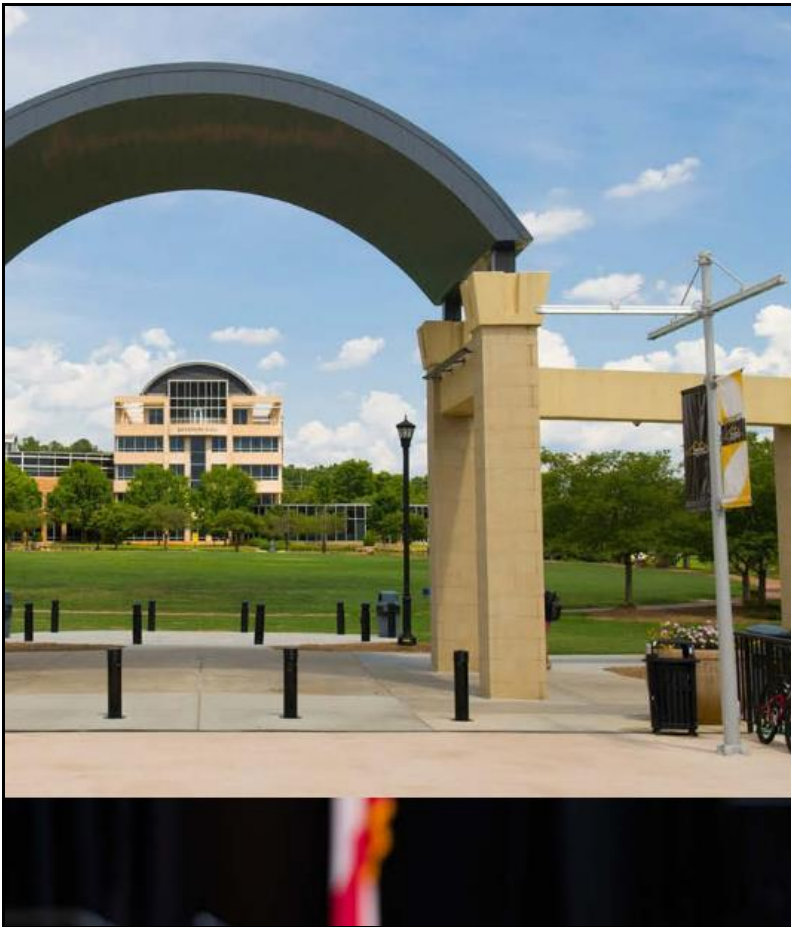


# How to make Housing Payments

The below guide is to help students & parents make housing payments within the Housing Portal.

**Log into the Housing Portal using your KSU Student Email Address and Password:**



Sign in with your organizational account

Sign in

Please use your primary E-mail address to login.

**Students:** [Netid]@students.kennesaw.edu

**Faculty/Staff:** [NetID]@kennesaw.edu

To change or reset your password, please visit [NetID](#).

For help with KSUmail, please visit [KSUmail Help](#).

**Click on "Accounts":**

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on behalf of

## Home

You cannot access My Details page whilst impersonating another user due to privacy concerns.

Hi Justice Hill!

**Your full balance will be listed here. If you want to pay in full, click “Pay Now”. If you want to make a partial payment please see the next step.**

The screenshot shows the 'Account Summary' page. At the top, there is a navigation bar with 'Application', 'Accounts', 'Personal Info', 'Room Maintenance', and 'Inventory'. A 'Log Out' link is in the top right. Below the navigation bar, the page title is 'Account Summary'. A message says 'Select an account from the table below to view matching transactions.' Below this, there are two buttons: 'VIEW STATEMENT' and 'PAY NOW'. The 'PAY NOW' button is highlighted with a red box. To the right of the buttons is a checkbox labeled 'Manual Breakup'. Below the buttons is a table titled 'Accounts' with three columns: 'Account', 'Account Balance (\$)', and 'Amount To Pay (\$)'. The table has one row: 'Housing Rent - KP' with a balance of '-3910.00' and an amount to pay of '0.00'. Below the table, there is a 'Total (\$):' label and a text box containing '3910.00'.

**If you want to make a partial payment, please click the “Manual Breakup” box and enter the amount you want to pay and click “Pay Now”**

The screenshot shows the 'Account Summary' page with the 'Manual Breakup' checkbox checked. A message says 'Please specify a valid amount to pay.' Below this, there is a text box for entering the amount. Below the text box, there are two buttons: 'VIEW STATEMENT' and 'PAY NOW'. The 'Manual Breakup' checkbox is checked and highlighted with a red box. Below the buttons is a table titled 'Accounts' with three columns: 'Account', 'Account Balance (\$)', and 'Amount To Pay (\$)'. The table has one row: 'Housing Rent - KP' with a balance of '-3910.00' and an amount to pay of '0.00'. The 'Amount To Pay' input field is highlighted with a red box. Below the table, there is a 'Total (\$):' label and a text box containing '0.00'.

**You will see your payment in your “Shopping Cart Checkout”. Click “Pay Now” to proceed.**

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## Shopping Cart Checkout

Item Description	Total Tax (\$)	Total Amount (\$)	
Housing Rent - KP	0.00	800.00	<a href="#">REMOVE</a>
<b>Total:</b>	<b>0.00</b>	<b>800.00</b>	

[PAY NOW](#)

**In our Payment Portal, click “Continue” to enter your method of payment.**


Amount Payment Confirmation Receipt


### Payment Amount \* Indicates required information


Please pay amount due \$ 800.00


[Cancel](#) [Continue](#)

**If you use a credit or debit card the screen will look like this. Enter your information, making sure all details match what your company has on file for you.**

  
Amount

  
Payment







  
Confirmation

  
Receipt

### Payment Information \* Indicates required information

Total: \$800.00

Payment method: \* Credit Card ▼



### Account Information \* Indicates required information

Credit Card Type: \* Select a Credit Card Type ▼

Account Number: \*

Expiration Date: \* 12 ▼ 2018 ▼

Security Code: \*

[View example](#)

Name on Card: \*

### Billing Information \* Indicates required information

**If you choose an electronic check you will need to enter the routing number for the bank account you are drawing the money from and then the account number. Please double-check that all details match**

The screenshot shows a payment interface with four steps: Amount, Payment, Confirmation, and Receipt. The 'Payment' step is currently active. The 'Payment Information' section shows a total of \$800.00 and a dropdown menu for 'Electronic Check (ACH)'. Below the dropdown are logos for American Express, Discover, Visa, and others. The 'Account Information' section includes fields for Account Type, ABA Routing Number, Account Number, Re-enter the Account Number, and Name on the Account. The 'Contact Information' section is partially visible at the bottom. Red asterisks indicate required information.

Amount Payment Confirmation Receipt

Payment Information \* Indicates required information

Total: \$800.00

Payment method:\* Electronic Check (ACH)

AMERICAN EXPRESS DISCOVER Visa BCard MasterCard VISA

Account Information \* Indicates required information

Account Type:\* Select an Account Type

ABA Routing Number:\*

[View example](#)

Account Number:\*

Re-enter the Account Number:\*

Name on the Account:\*

Contact Information \* Indicates required information

Once a payment has been made, you will receive the confirmation receipt and a confirmation email if one was given.

**Note: Monthly payments are due on the 1<sup>st</sup> of every month** and there is a grace period that goes through to the 5<sup>th</sup> upon which the payment has to be made. **Payments made after the 5<sup>th</sup> will acquire a late fee charge of \$50.**

Payment for housing on the Marietta campus and ARC II on the Kennesaw campus is made to the Bursar's Office. For any questions, they can be contacted at 470-578-6419.