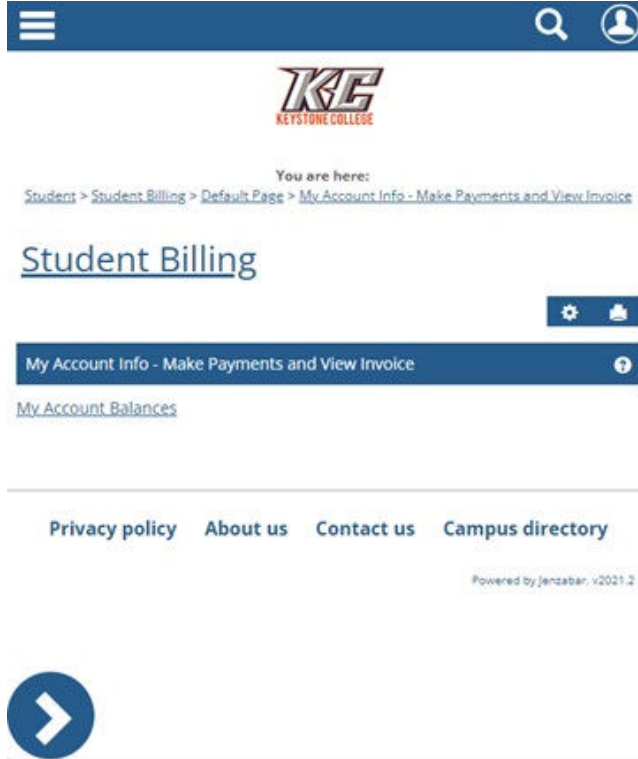


P&G Intern Payments

You should have received a system-generated welcome message from admissions@keystone.edu with your MyKC Portal login info. If you have any trouble activating your account, please email helpdesk@keystone.edu for assistance.

The portal login page is here: <https://mykc.keystone.edu/ICS/>

Once you are logged in, you can use [this link](#) for direct access to the **My Account Info** screen:



Pick **My Account Balances** to view your account info:



You are here:

Students > Student Billing > Default Page > My Account Info - Make Payments and View Invoice

Student Billing



My Account Info - Make Payments and View Invoice - My Account Balances

My Account Balances

Special Events \$1,700.00 Due
Grand Total \$1,700.00 Due

[View account details & history](#)
[Make a Payment](#)

The **View account details & history** link will show you charges and any payments made:

My Account Info - Make Payments and View Invoice - View Transactions

Account Balances




Special Events: \$1,700.00 Due
Grand Total: \$1,700.00 Due

[Make a Payment](#)

Account Transactions				
<input type="text"/>				<input type="submit" value="Q"/>
Account	Description	Date	Amount	Message
Special Events	P&G Intern Housing	5/23/2023	\$1,500.00	
Special Events	P&G Intern deposit	5/23/2023	\$200.00	
Special Events	Beginning Balance		\$0.00	






The **Make a Payment** link will take you to a screen where you can specify how much to pay and whether you want to use a card or E-check:

You are here:
[Students](#) > [Student Billing](#) > [Default Page](#) > [My Account Info - Make Payments and View Invoice](#) > [My Account Info - Make Payments and View Invoice](#) > [My Account Balances](#) > [View Transactions](#) > Pay on My Account

Student Billing

[My Account Info - Make Payments and View Invoice - Pay on My Account](#) 


Please choose the type of payment you would like to make.

Amount To Pay

Special Events Balance: \$1,700.00

Total Payment Amount (amounts \$1,000 and over won't display correctly, but will on the next page): \$0.00

Pay by Credit card E-check

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The system will then load a secure payment form from Authorize.net to accept your payment. Within a few minutes, any payment made should be reflected in your account balance.