




Online Adult League Payments

You MUST be registered on the team to make your payment!

STEP 1: LOGIN INTO YOUR ACCOUNT

1. Visit our online site at
<https://member.dashplatform.com/#/online/kensington/login?noAutoLogin=1>
2. Log in to your account by entering your email and password
 - If you do not remember your password – select “forgot password” and you will receive a link in your email to reset your password. The e-mail used will be whichever one your account was created with.

STEP 2: MAKE YOUR PAYMENT- Once Logged in

1. Stay on the Dashboard that you should first see when you log in.
 - a. If you are not automatically on the Dashboard then select the option on the left hand column.
 - i. If using your phone then you will have to select the 3 horizontal lines in the upper left corner to expand the menu
2. Under “My Enrollments” find the team in which you wish to make a payment towards
3. On the right column of the Team’s tile, select the “Pay” hyperlink that is under the “Due:”
4. Enter the amount you wish to pay
5. Click “Add to Cart”
6. Click on the cart icon in the upper right corner 
7. Fill out the payment information
8. Click “Checkout”
 - a. This should complete the process and you will get a confirmation screen and receipt emailed to you

Any Questions or Concerns Contact the Front Office:

810-494-5555 or office@kvicehouse.com

*Note that e-mails will have a slower response rate than if you were to call the office