




# Online Ice Rental Payments

**You will not be able to make a payment until you are invoiced.  
Contact Jim Sokol ([jsokol@kicehouse.com](mailto:jsokol@kicehouse.com)) for your invoice.**

## **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
  - o 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. On the left-hand column, underneath your listed Account Balance, click “Make a Payment”
  - a. If using your phone you will have to select the 3 horizontal lines in the upper left column to expand the menu
2. Next to the invoice in which you wish to make a payment towards, click the “Pay” hyperlink
  - a. If you wish to pay your entire balance, select the “Pay Total” hyperlink
    - i. This will automatically add the entire amount to your cart, skip to step 5
3. Under “Make a Payment” (to the left of “Add to Cart”) enter the amount in which you wish to pay
4. Click “Add to Cart”
5. Click on the cart icon in the upper right corner 
6. Fill out the payment information
7. 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](mailto:office@kvicehouse.com)**

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