



Online Ice Rental Payments

Directions to log into your account and make a payment

STEP 1: LOGIN INTO YOUR ACCOUNT

1. Visit our online site at kvicehouse.maxgalaxy.net
2. Select "Login" from the far upper right corner
3. Enter 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. Click on "My Account" upper right menu.
2. Click on "Account Balance" (this shows all of your "purchases")
3. Next to the "Purchase" you wish to make a payment on, enter the amount you wish to pay
4. Click "Make Payment" on the purchase you wish to make the payment on
 - a. This will give you a green check mark. If you wish to make payments on multiple purchases at once, repeat step 3 & 4 for all the desired purchases you wish to make a payment on.
5. Once you have entered the amounts and selected "make payment" for all purchases you want make a payment on, click "Add to cart"
6. Click "Check Out"
7. Enter Cardholder information as prompted
8. Click "Continue"
9. Enter card information and select "Process Transaction"
 - a. The next screen should tell you if the transaction was approved ("Order Complete") and allow you to download/print your receipt
 - b. You should also get an automatically generated e-mail receipt sent to you.
 - c. If you do not get this message your payment was not successful, and you must log out and log back in.

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