*<u>FSC Portal: Instructions for Viewing Account Balances and Making Payments</u>*

1. Begin at the FSC Portal: https://portal.flsouthern.edu/ICS/

2. At the upper left hand corner you will find the two boxes for the id # and password.  The first box is for the id # and 2nd box is for the password.

3. Login by using your FSC ID and password provided in the email.

4. Click on the blue button "Pay my bill".

5. The Student Accounts Online window will open.  You will need to click on "Click here to make payment"

6. Choose Category Roberts Academy/Preschool account payment or Roberts Academy/ Preschool prepayment (deposit).  Click "view details ".

7. Enter amount of payment. Click "add to shopping cart".

8. The process should be easy to follow from there. Online payments can be made with electronic check, Visa, Mastercard, or American Express.