



STUDY & INTERN ABROAD PROGRAMS

Ph. 1.212.931.9953 · Fx. 1.212.528.2095 · info@KEIabroad.org · www.KEIabroad.org
48 Broadway, Suite 2, Haverstraw, New York 10927 USA

BILL PAY **Instructions**

You can use the Bill-Pay feature in your internet banking to pay your KEI application fee, deposit and program fee. If KEI agreed to a payment plan, you can also set up recurring payments to KEI. After you order a bill payment, your bank will generate a check and mail it to KEI. It is simple and convenient!

INSTRUCTIONS

Note that every bank is a little different, so the instructions below are a general guideline.

STEP 1: Log in to your bank account

- Select/click the Pay bills or Bill payment (or a similar option)

STEP 2: You must first add KEI as a recipient/payee...

- Select/tap "Add a recipient" or "Add a payee"
- Select/tap "Pay a company" (some banks do not have this option)
- Payee name: enter "KEI" (do not search/select anything from a list)
- Account Number: enter your last name (no spaces)
- Address: KEI, 48 Broadway, Suite 2, Haverstraw, NY 10927
- Phone: 212.931.9953 (some banks do not require phone)

STEP 3: After adding KEI as a recipient/payee...

- Select/tap "Pay recipient/payee" and select KEI
- Enter the amount to pay
- Click NEXT or PAY button

STEP 4: Email a screenshot of the bill-pay confirmation page to info@KEIabroad.org

- It usually takes 1 to 3 business days for the bank to generate a check, and 1 to 5 business days for mail to arrive at KEI.
- Make sure to order the bill-pay at least 5 days before your payment deadline to avoid late fees.
- You will receive an email confirmation when your payment is processed by KEI