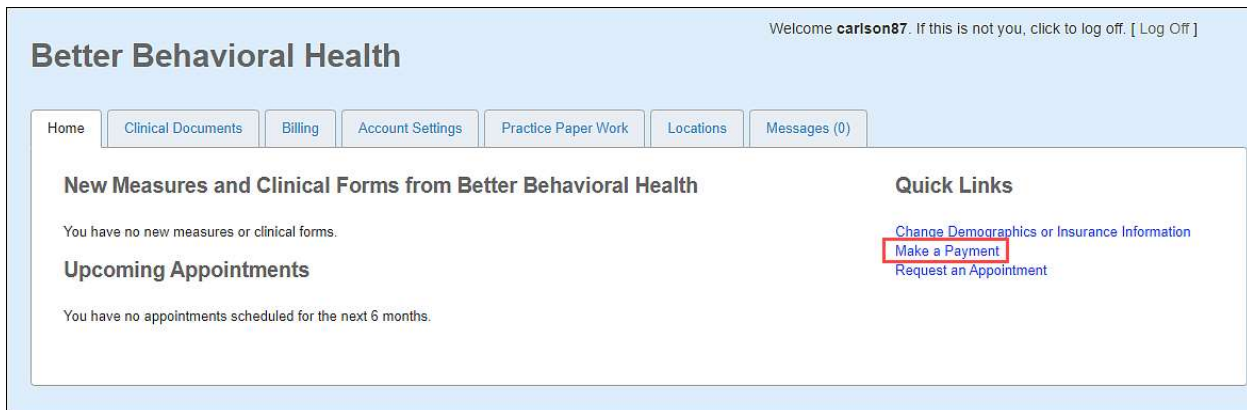# Online Bill Pay

Online Bill Pay allows you to make a credit card through your Patient Portal Account. This handout is to inform you about information related to paying your bill online.

Make a Payment

Upon login to your Patient Portal Account you will see the link to "Make a Payment" under "Quick Links" on the home page, and on the "Billing" Tab. Clicking either link will open the "Automated Payment Processing" window.

Automated Payment Processing Window

The "Automated Payment Processing" window will appear which allows you to enter credit card details. Complete the the amount, and billing information to submit a payment. There is an option you can check the "Save to Card Manager". This option will save the card to the Card Manager for future payments made through the portal. It will also allow the practice to access the stored card as well. The Practice will not have access to see the card details, including card number and CVV, but they will be able to charge and put a credit (Refund) on the card if saved. Also, when you return to make another payment if a card is saved via the Card Manager you can select it from the drop-down. Users can also delete or edit a card at any point by clicking on the "Card Manager" tab. This is completely optional and not required. Card information given to your practice in office or over the phone outside of the Patient Portal cannot be accessed via the Patient Portal. This is to protect information that was potentially given by someone other than the patient. Clicking **Submit** will process the payment and charge your card. If the "Email for Receipt" field is completed with an email address you will receive an email receipt within a few minutes.

Applied to Balance

After successful payment you will see a new row added to the "Online Payments" grid displaying the payment date, amount and "Applied to Balance?" on the billing tab upon refreshing the page. The applied to balance will say "No" until the practice manually applies the payment to your balance or prepayment credit. When a payment is completed the payment is immediately available to be applied to your balance.