


Patient Portal Online Billing




Use online billing to view current and past statements, and easily pay your balance online.

Log in to the Patient Portal.

Turn on Online Billing

1. Click the **Messages** icon. 
2. Click **Messaging Preferences**.
3. Select **Email** and **Text** for **Online Statements**.

Check the boxes to indicate how you want to be notified. Uncheck to stop receiving notifications.

| |  Email |  Text |  Voice |
|-------------------------|---|--|---|
| Appointment Reminders | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Online Statements | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Patient Portal Messages | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Patient Messaging | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

4. Click **Save**.
5. Click the **Bills** icon. 
6. Select the **Check to turn on online billing** check box.

Make a Credit Card Payment

1. In the **Bills** section, select a **Pay Now** option.
2. Click **Make Payment**.
3. Enter credit card and billing information and click **Make Payment**. If the payment is successfully submitted, the **Payment Confirmation** screen displays.

A payment confirmation email is emailed to the account holder with the transaction details for the charge.

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