

# 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 Messages        | <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.