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## How to Pay Your Bills in the Portal

# Billing & Payments


with 

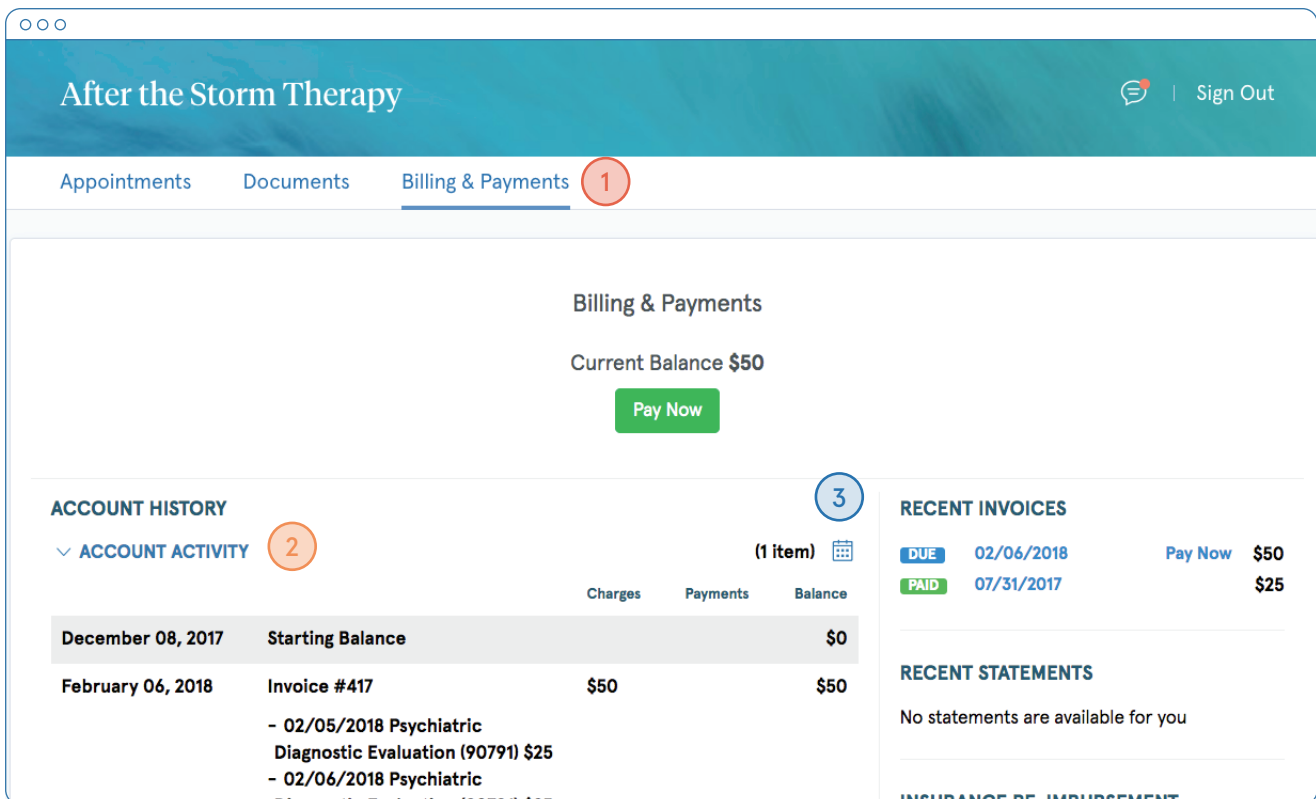
Using the Client Portal, you can view your recent invoices, statements, superbills, and payments. You can also add a credit card and pay for your sessions.

**SECTIONS:**

1. Viewing your billing history and documents
2. Making payments

## VIEWING YOUR BILLING HISTORY AND DOCUMENTS

1. After logging into the Client Portal, click **Billing & Payments** to see your billing page. This page provides you with an overview of your recent payment history and access to your billing documents.
2. Click **Account Activity** to either hide or show your most recent sessions and payments.
3. You can also **adjust the date range** to display whichever sessions you'd like by clicking the **calendar icon**: 

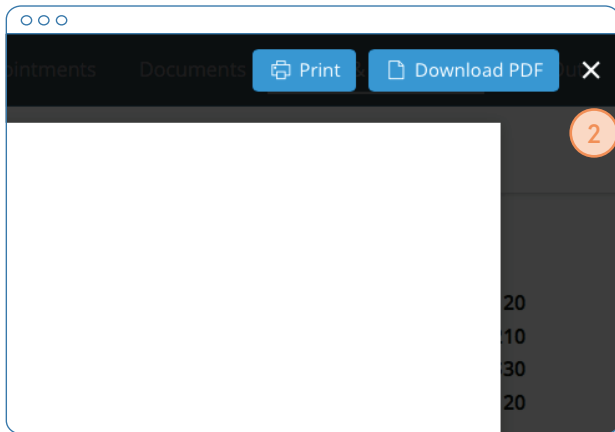


The screenshot shows the 'Billing & Payments' section of the Client Portal. At the top, there's a navigation bar with 'Appointments', 'Documents', and 'Billing & Payments' (highlighted with a red circle '1'). Below this, the current balance is shown as '\$50' with a green 'Pay Now' button. The 'ACCOUNT HISTORY' section is expanded to show 'ACCOUNT ACTIVITY' (highlighted with an orange circle '2'). A table lists charges and payments, with a '1 item' filter and a calendar icon (highlighted with a blue circle '3'). The table shows a starting balance of \$0 and a charge of \$50 for an invoice dated February 06, 2018. To the right, 'RECENT INVOICES' shows a 'DUE' invoice for \$50 dated 02/06/2018 and a 'PAID' invoice for \$25 dated 07/31/2017. Below that, 'RECENT STATEMENTS' indicates no statements are available. At the bottom, 'INSURANCE RE-IMBURSEMENT' is partially visible.

Charges	Payments	Balance
December 08, 2017	Starting Balance	\$0
February 06, 2018	Invoice #417	\$50
	- 02/05/2018 Psychiatric Diagnostic Evaluation (90791) \$25	
	- 02/06/2018 Psychiatric Diagnostic Evaluation (90791) \$25	

On the right side, you'll see three sections containing recent invoices, recent statements, and recent insurance reimbursement statements (superbills).

1. Click the **specific date** for a document to open (all light blue dates are clickable links).
2. Click **X in the top, right corner** to close the document (see image below).



Tip: Once you open a document, you can click Print to print it or Download PDF to download it to your computer.

3. Click **View All** to see all of your past documents in that category.

### RECENT INVOICES

<b>DUE</b>	10/23/2017	1	Pay Now	\$120
<b>PAID</b>	10/23/2017			\$210
<b>PAID</b>	10/10/2017			\$30
<b>PAID</b>	09/29/2017			\$120

[View All](#) 3

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### RECENT STATEMENTS

[October 10, 2017](#) 1

[September 10, 2017](#)

[August 10, 2017](#)

[July 10, 2017](#)

[View All](#) 3

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### INSURANCE RE-IMBURSEMENT STATEMENTS

[May 24, 2017](#) 1

[March 07, 2017](#)

[February 10, 2017](#)

[January 30, 2017](#)

[View All](#) 3

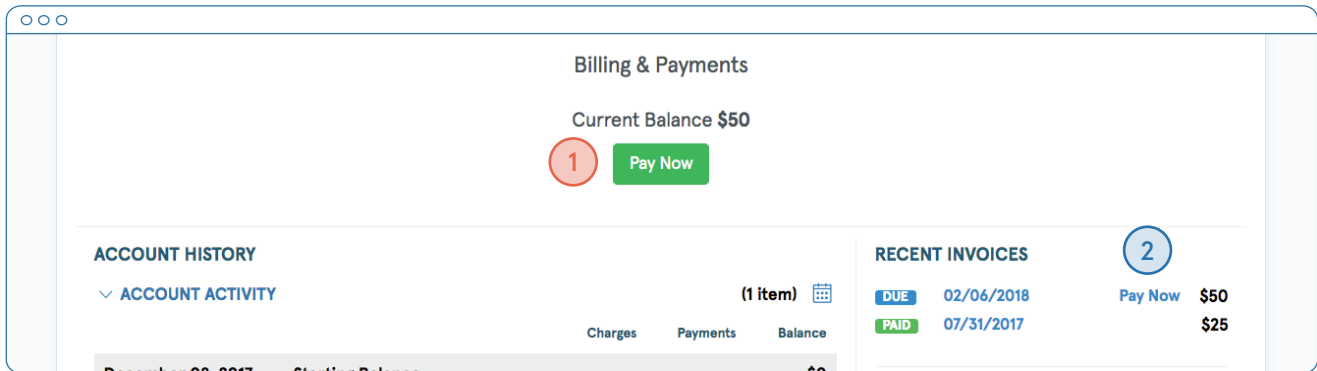
### INSURANCE RE-IMBURSEMENT STATEMENTS

All time

ISSUED	ID	AMOUNT
May 24, 2017	SB #0095	\$80
March 07, 2017	SB #0087	\$380
February 10, 2017	SB #0082	\$180
January 30, 2017	SB #0080	\$500
October 06, 2016	SB #0074	\$480

## MAKING PAYMENTS

It's easy to pay your bills in the Client Portal and stay on top of your payment history.



Your current balance displays at the top of the page. You can either pay this entire balance, or pay a specific invoice.

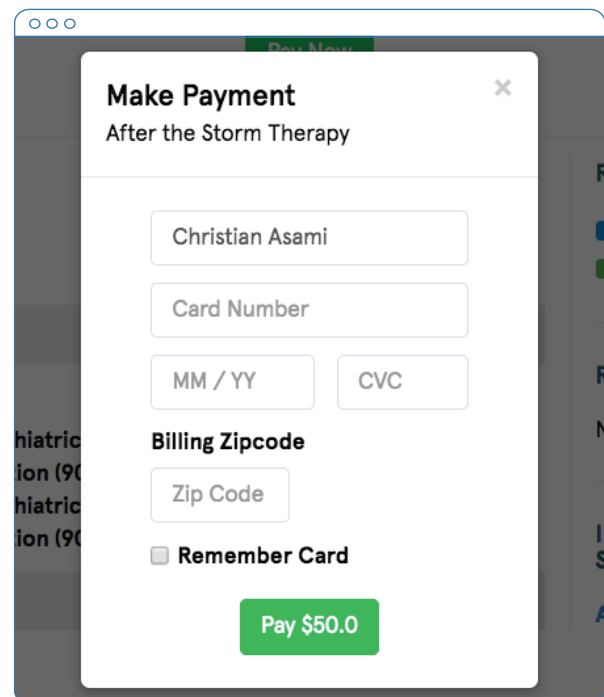
1. To pay your entire balance, click **Pay Now next to the balance amount**.
2. To pay a specific invoice, click **Pay Now next to the invoice amount** in the Recent Invoices section.

Note: You can also pay an unpaid invoice by opening up that invoice and clicking the Pay button at the top of the document.

No matter which pay button you choose, the next steps are the same.

1. Enter the cardholder's name, card info, and billing zipcode.
2. If you'd like to store this card to use in the future, check the **Remember Card** box.
3. The amount on the Pay button will reflect the payment that you're making. Make sure it's the correct amount, then click **Pay \$(amount)**.
4. You'll see that the status next to that invoice date in your recent invoice section has changed from **Due to Paid**.

If you stored the card, you'll be able to select this card from a dropdown menu for future payments.



**Congratulations!**

You're now ready to start managing billing in your Client Portal.