

To pay outstanding balances on the Patient Portal

Instructions for patients to pay balances

1. **Log in to your Patient Portal** account with your email address and password.
2. **Click Billing** on the left side of the page. The Bill Pay page appears.
3. **Select the charges** that you want to pay. By default, all charges are selected.
 - ◊ If you do not want to pay a selected charge at this time, clear the checkbox. For more information about a charge, click [View details](#).
 - ◊ To make a partial payment on a charge, change the amount in the **Payment** column. (The option to make a partial payment may not be available at your practice.)
4. Click Make a Payment. The Patient Portal transfers you to a secure payment server.
5. On the Make a Payment page, select your payment method.
 - ◊ If you previously paid a charge on the Patient Portal and saved your card number for future payments, you can select that card for your payment.
 - ◊ To enter a new card number, click **Pay with a different card** and enter the card information. Confirm or enter your billing address.
Note: Check the **I'm not a robot** box to verify that you are a person.
6. Click Review Payment.
7. In the Review and Submit step, review your credit card information, your billing address, and the charges to pay.
8. Click Submit Payment. The Payment Confirmation page displays the details of your payment. You also receive a confirmation email.
9. Click [Print receipt](#) to print this page for your records.
10. Click [Back to Bill Pay](#) to return to the Bill Pay page to make another payment or to review your account.