



INSTRUCTIONS TO MAKE A RECURRING PAYMENT PLAN

Enter your account number which should be on your bill it will look like this ex: doejan0001

Enter this in the patient id and then in the amount due enter your balance and then this will give you the option to set up a payment plan.

Choose this option and then enter the rest of the information list

Example shown below:

Payment Plan

Customize a payment plan. Please note the maximum length of a payment plan is 6 months.

Total Amount Due

Start Date

03/10/2017

Payment Frequency

- Weekly
- Bi-Weekly
- Twice a month
- Monthly

On the of each month

Specify either the preferred installment amount or the preferred duration of the payment plan.

Installment Amount

Duration of Plan

Once this is entered it will tell you the amount of months and then you will enter your credit card information. At this point you will choose set up a payment plan.

OR

For a one- time payment -

Click on Make a Payment and complete the form to process a one- time payment.