

Client Portal: Bill Pay

a Quick Reference Guide for Portal Users

Current Balance: **\$200.00**

Total Client Balance

List of stored cards

Card: Select a Card

Add Card

Pay Amount: \$0.00

The total payment you want to make and you can add a note in the box below

You may enter a note for your records here...

Option to add a new card to save on file or when you select a card from the drop-down menu this changes to a Delete Card button

Submit Payment

Button selection to make a payment

*Payments may not reflect on your balance for several business days

1

After logging in, click **Billing** from the Navigation Menu.

2

From the **Card** drop-down menu, select the card you want to use for payment.

Note: If you need to add a card, click the **Add Card** button.

3

Type in the amount of payment you want to make in the **Pay Amount** field and a note if needed.

4

Click the **Submit Payment** button. Your payment history is displayed under the Payments Made grid.