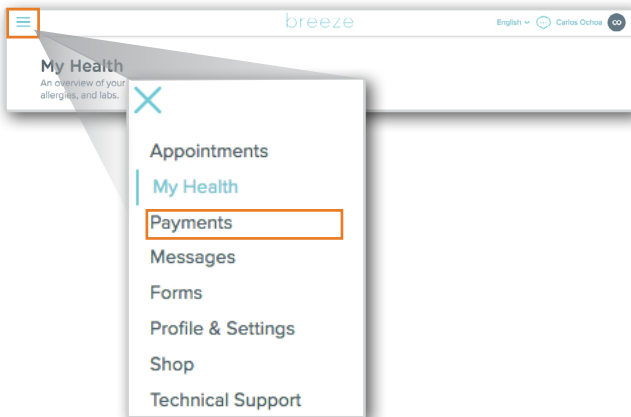


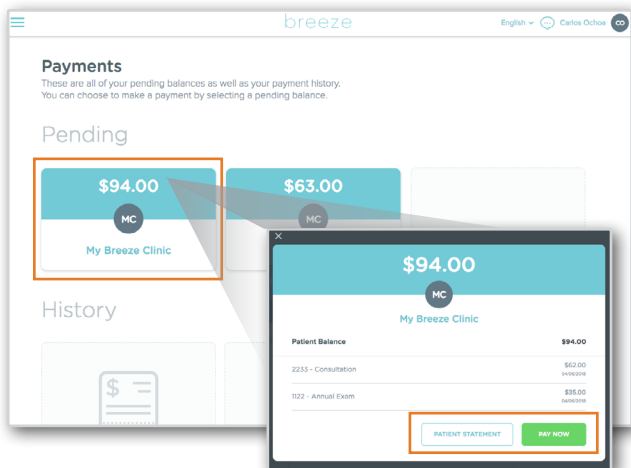
b Breeze - Patient Portal

Making a Payment

1. On your web.gobreeze.com homepage, click the menu button in top right and click **Payments**.



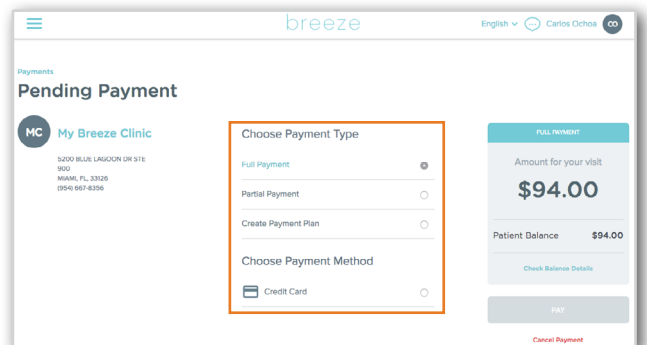
2. On the **Payments** page, the **Pending** section will display any pending balances that exist at the practice. Click on the balance to review the charges and make a payment



3. Once clicked, a pop up window appears displaying current balance information. This window provides 2 options. Clicking **Patient Statement** will generate the

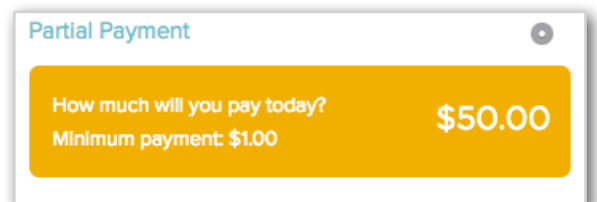
statement associated to the charges. To make the payment, click **Pay Now**.

4. On the **Pending Payment** page, choose your **Payment Type**.



Depending on your Practice's configuration, you may have 3 options for **Payment Type**:

- a. **Full Payment** – This option allows you to make the full payment towards your balance.
- b. **Partial Payment** – This option allows you to make a partial payment toward your balance. Your practice sets the threshold for balances that qualify for this function.



- c. **Create Payment Plan** – This option allows you to set up a monthly payment

b Breeze - Patient Portal
Making a Payment

plan. Select the **Day of the Month** for your payment collection and the **Monthly Payment** you would like to make.

Note: Your practice sets the maximum months and minimum payment threshold for your account.

5. Choose the **Payment Method**. Selecting **Credit Card** provides the opportunity to choose a previously saved credit card or enter a new one.

6. Now that you have made your selections, click **Pay**.

7. Once the payment is processed, Breeze will present a confirmation.