Making a Payment

1. In the **Appointments** section, tap the menu button and then select **Payments**.
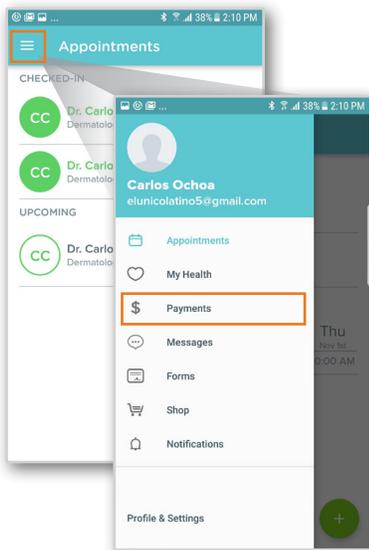
2. The payments section will appear, and display the balance from your practice. Tap **Pay Now** to continue.
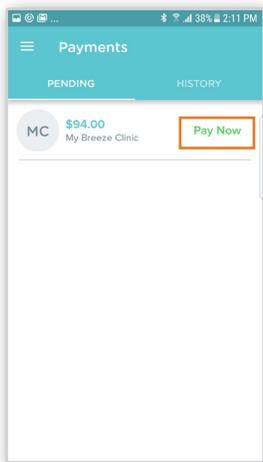
3. A pop-up with balance details appears. Tap **Statement** if you would like to review charges. Tap **Payment Options** to continue.

4. The **Payment Options** for your balance will appear.
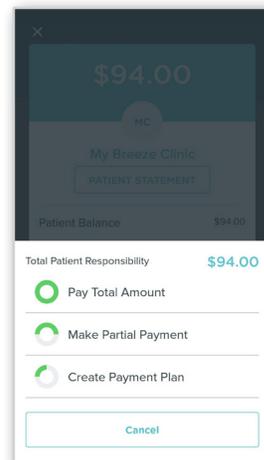
Note: Depending on your practice, your payment options may vary.

Tap on the type of payment you would like to make:

a. **Pay Total Amount** - Select this option if you intend to pay the entire balance.

b. **Make Partial Payments** - Select this option to make a partial payment towards the balance.
   i. When selected, type the amount and tap **Make Partial Payment**.
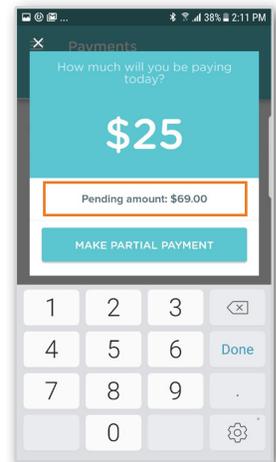
c. **Payment Plan** - Select this option to set up a payment plan.
   i. The **Payment Plan** window will appear. Select the **Day of the Month** the payment should be processed. Enter in

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the **Number of Months** or **Monthly Payment** you would like to make. Tap **Create Plan** to continue.
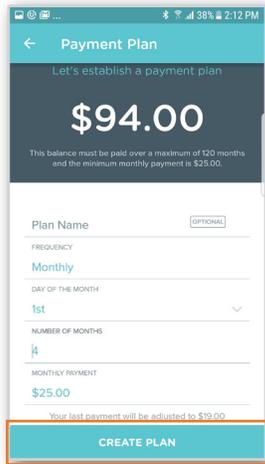
5. In the **Payment Method** window select **Add or Use Card on File**.
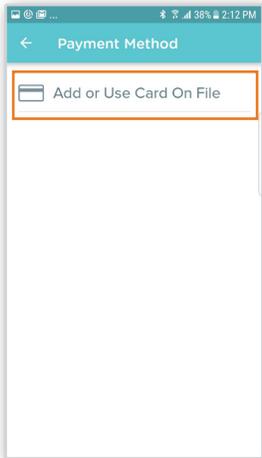
a. If **Add or Use Card on File** is selected, the **Credit Card** screen appears.

Tap:
i. **Continue** - Processes payment with selected card on file.
ii. **Add Another Credit Card** - Select this option to enter in a new credit card to process the payment with. Enter in Credit Card information and tap **Continue** to complete.
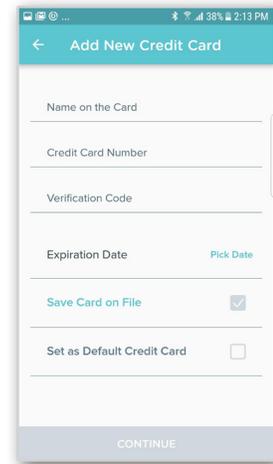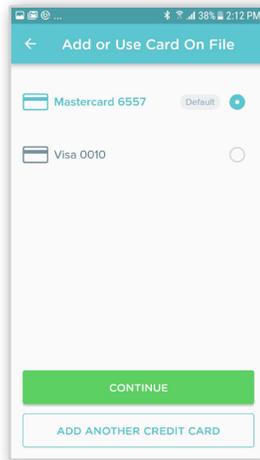
6. The payment is now processed and the confirmation window appears.