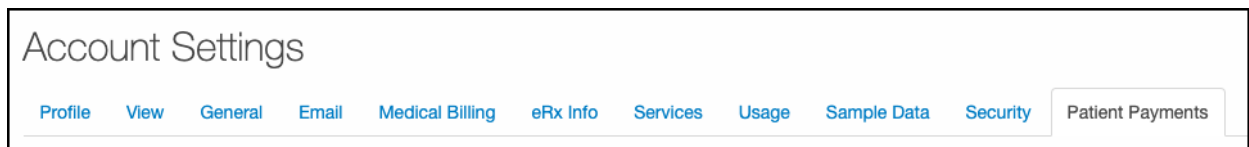# DrChrono Payments: Applying payments to multiple Merchant IDs

Last modified on 02/21/2025 12:44 pm EST

When setting up your account to process credit card payments utilizing DrChrono Payments, you will need to set which merchant id the payments will be processed under. With DrChrono Payments, you can set the Merchant ID for the entire practice or an office within your practice group.
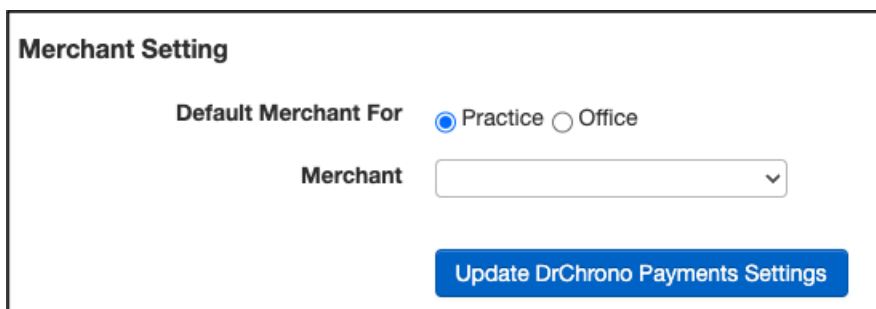
Setting for Entire Practice

1. Navigate to **Account > Provider Settings**

2. Select the **Patient Payments** tab

3. Under the DrChrono Payments Heading, select the radio button for Practice. Your merchant ID can be selected from the drop-down menu.

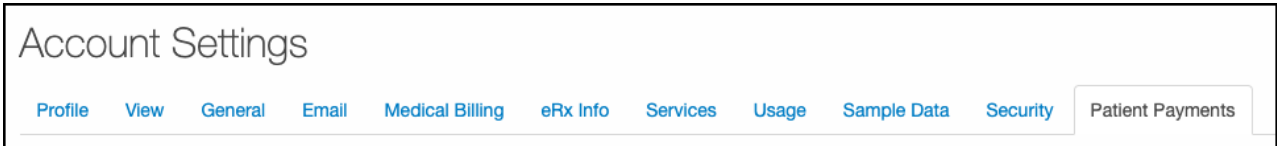## Setting for a specific office

1. Navigate to **Account > Provider Settings**

2. Select the **Patient Payments** tab

Account Settings

Profile　　View　　General　　Email　　Medical Billing　　eRx Info　　Services　　Usage　　Sample Data　　Security　　| Patient Payments

3. Under the DrChrono Payments Heading, select the radio button for Office.

The offices associated with your DrChrono Account will appear in a list on the left. From the drop down under Default Merchant, you can select the correct Merchant ID for each office.

Merchant Setting

Default Merchant For	○ Practice ● Office	
Merchant		

Office	Default Merchant
	⌄
	⌄
	⌄

Update DrChrono Payments Settings