

How to update name and address on text-to-pay link

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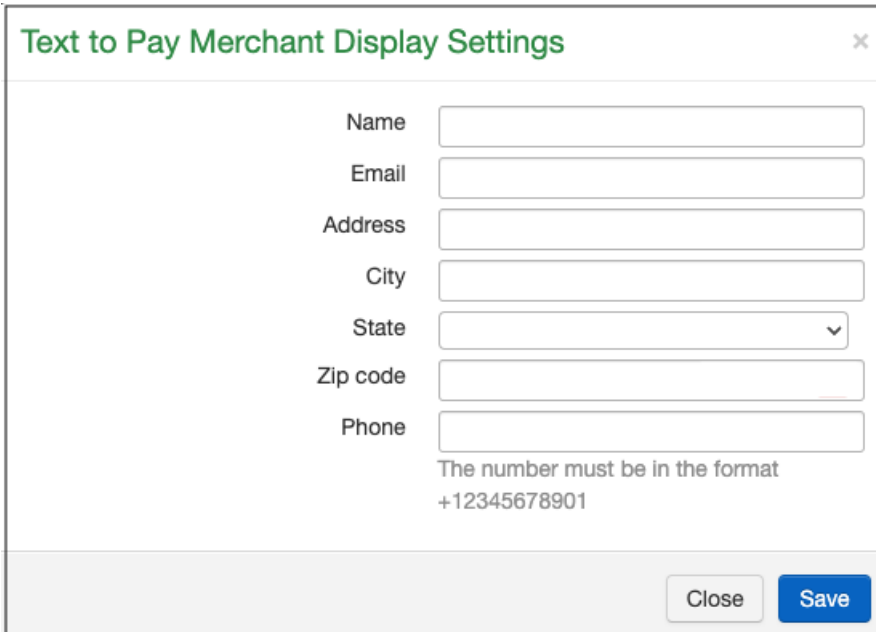
If needed, the name, email, address and/or phone number that shows on your patient's text-to-pay link can be updated. The updates can be made per Merchant ID.

1. Navigate to **Account > Provider Settings > Patient Payments > Merchant List**



The screenshot shows a table titled "Merchant List". The table has two columns: "Merchant ID" and "Display name". Below the table, there is a button labeled "Text-to-Pay Display Fields".

2. Press **Text-to-Pay Display Fields**. A text box will open that will allow you to update information that will show on your patient's text-to-pay link.



The screenshot shows a dialog box titled "Text to Pay Merchant Display Settings". It contains several input fields for updating merchant information:

- Name
- Email
- Address
- City
- State (dropdown menu)
- Zip code
- Phone

Below the phone field, there is a note: "The number must be in the format +12345678901". At the bottom right of the dialog, there are "Close" and "Save" buttons.