Manage Account Settings: Receipt Options

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You can set up the types of receipts available to your patients when they make a payment.

Set up your practice's receipt options

1. Select **Account** > **Account Settings** > **Receipt Options**.
2. Select the types of receipts you want patients to receive.
    - **Email Receipts** — Emails a receipt to the patient's email address on file.
    - **Text Receipts** — Texts a receipt to the patient's cell phone number on file.
3. **(Optional)** Enter a reply-to address.
4. **(Optional)** Enter a message to be shown on email receipts.
5. Select **Update Entire Profile**.