

Paying an invoice via OnPatient

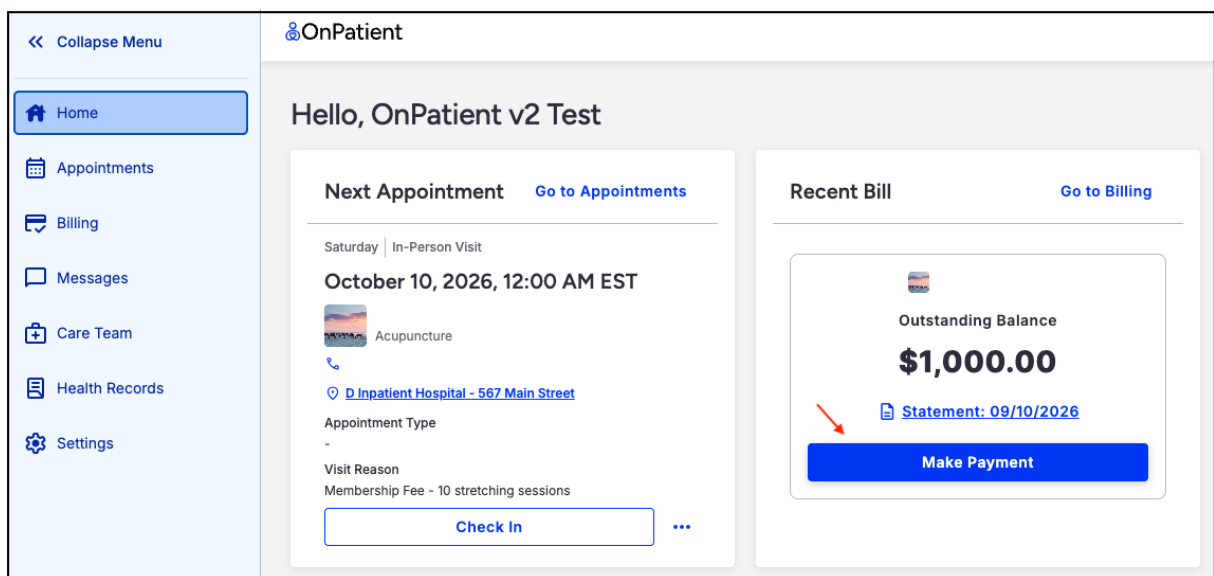
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OnPatient provides patients with an easy way to pay their patient statements.

When signed in to the OnPatient portal, select either the **Billing tab** from the left menu or the **Make Payment** option on the Recent Bill tile on the homepage.

Make Payment option on the Recent Bill tile

1. Select **Make Payment** on the Recent Bill tile on the homepage.



2. If there is a payment method on file, it will be available for selection.

A screenshot of the 'Pay Statement' modal form. The form includes a 'Provider' dropdown menu, an 'Amount' field displaying '\$ 1,000.00', and a 'Payment Method' dropdown menu with a 'Search...' placeholder. At the bottom of the form, there is a link that reads 'Enter Single Payment Method'.

3. If there is no payment method on file, it can be added by selecting **Enter Single Payment Method** at the bottom of the screen.

4. Enter the cardholder's name, credit card number, expiration date, security code, and the zip/postal code for the credit card. Once entered, verify the payment amount and press **Make Payment**.

Pay Statement

Provider

Amount

\$ 1,000.00

Select Saved Payment Method

Cardholder Name *

Cardholder Name

Credit Card *

Key enter credit card

Expiration *

mm/yy

Security Code *

CVV

Zip/Postal Code *

12345

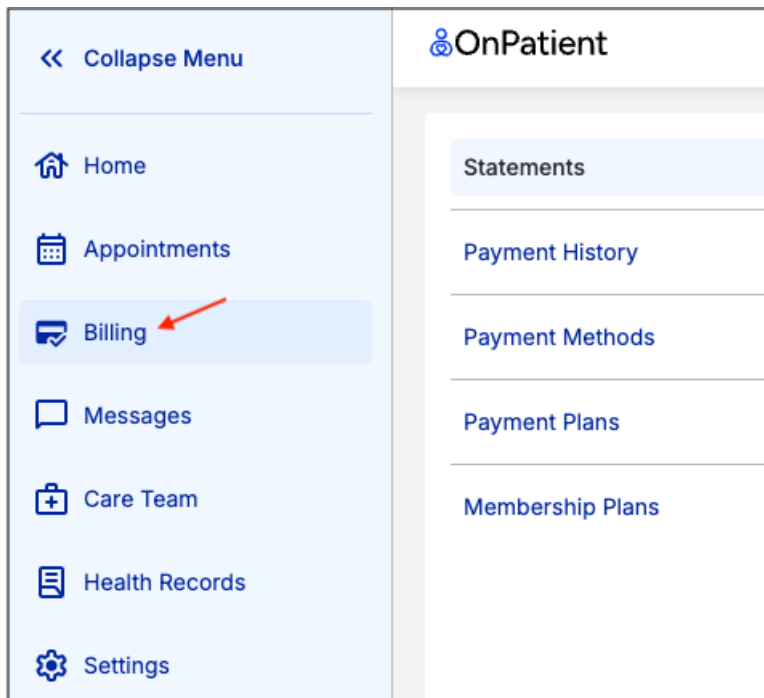
☐ Save this card for future use

Cancel

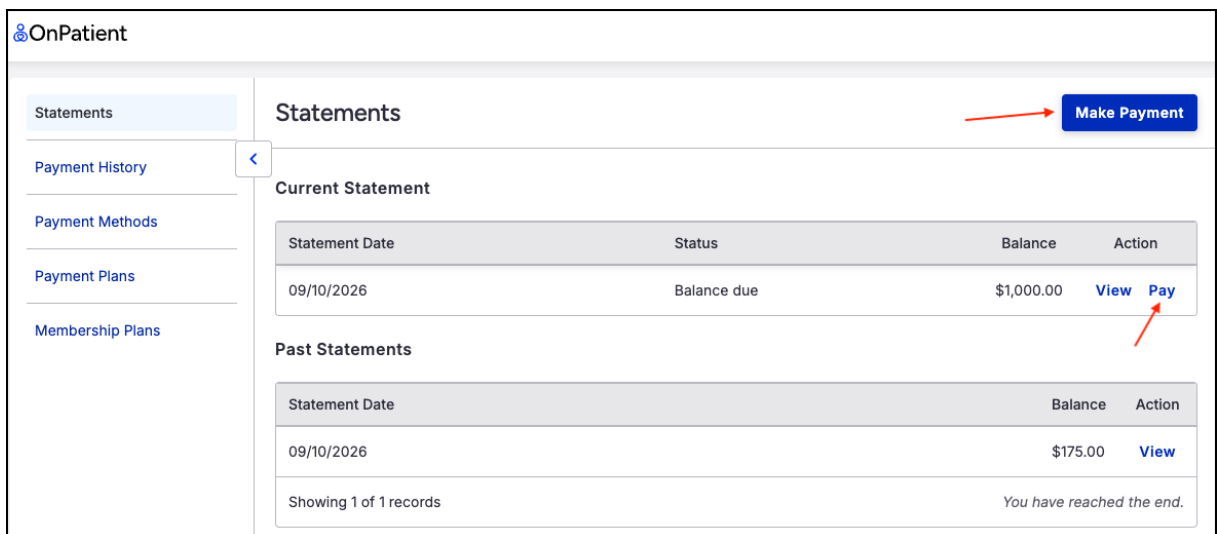
Make Payment

Billing Tab

1. Select Billing from the menu on the left.



2. Select **Make Payment** at the top right, or **Pay** under Action next to the current statement.



3. If there is a payment method on file, it will be available for selection.

Pay Statement

Provider

Amount

\$ 1,000.00

Payment Method *

Search...

Enter Single Payment Method

4. Enter the cardholder's name, credit card number, expiration date, security code, and the zip/postal code for the credit card. Once entered, verify the payment amount and press **Make Payment**.

Pay Statement



Provider

Amount

\$ 1,000.00

Select Saved Payment Method

Cardholder Name *

Cardholder Name

Credit Card *

Key enter credit card

Expiration *

mm/yy

Security Code *

CW

Zip/Postal Code *

12345

☐ Save this card for future use

Cancel

Make Payment