Using the 'Guest Payment'
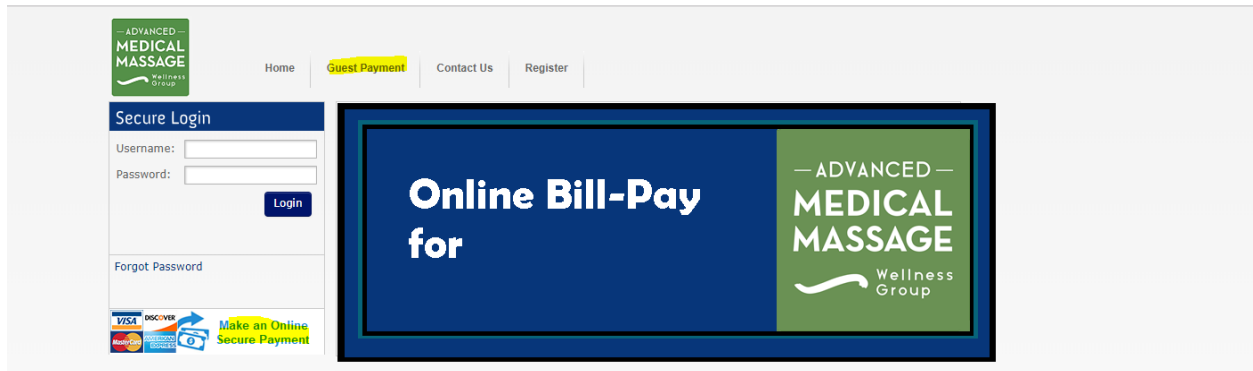# Tab to Make a Payment

To make a payment using our 'Guest Payment' portal, navigate to our online bill payment page: https://advancedmm.themailexchange.com select the link to pay your bill online.

Select 'Guest Payments' on the top row. (For this method of payment, a user name and password is not required.) You can also select in the middle of the page on the left-hand side (Click Here for One Time Payments)

You will be redirected to the 'Make Payments' page. In order to make a payment, you must fill out the fields marked with an asterisk; the remaining fields are optional.

The Guarantor name does NOT need to match exactly to our records. However, the account number is required to match precisely for the payment to be credited to your account. The account number is located on the upper right hand side of your statement/invoice. The zip code will need to match the 'Billing Address' for your credit card in order for the credit card to be approved.

Make Payment

Billing Information — Payment Information — Results

Billing Information
Please enter your billing information below.

Field	Value
* Name on Credit Card	Mom Minny Mouse
* Patient Name	Minny Mouse
Address 2	Po Box 12345
City	My Town
State	AZ
Postal Code	12345-6789
Phone	555-123-4567
* Email	MinnyMouse@aol.com
Invoice Number	
* Customer Account #	84351354684
Comment	

Transaction Amount

Field	Value
Comment	
* Amount To Pay	1.00

Once all required fields have been completed, click 'Next' at the top of the page (not shown).

You will be redirected to the 'Make Payments' page. Use this page to input credit card information in order to complete the transaction.

Select the drop-down list beside 'Payment Method' in the bottom right side of the screen. Once the 'Credit Card' field is selected, a secure transaction vehicle will appear as a pop up screen. This screen is linked directly to the bank. Please note: your credit card information will not be shared and is only accessible to the processing bank.

Enter the credit card number and select the expiration date from the drop down menus. (Note: this card information is being used for display purposes only.)

When the information matches the credit card to be used for payment, click 'Save' at the bottom of the pop up menu.

Once saved, the pop-up menu will close and you will return to the 'Make Payment' page. This page will now display the last four numbers of the credit card in the 'Payment Method' section and will allow you to click 'Pay Now' on the right hand side of the screen.

Verify all information on the screen and click 'Pay Now' to complete the transaction.

Once the transaction is completed, you will be redirected to your receipt. This page notes that the transaction was 'Approved' and provides a reference number should you need to confirm this payment at a later date. We strongly recommend saving this information in a safe location.

You may click 'Done' in the upper right hand side of the screen to exit the 'Guest Payment' portal.

A confirmation email will be sent to the address provided with the billing information. This email serves to confirm receipt of payment and approval of the transaction. Please keep this receipt for your records.

Have questions or need additional assistance? Please call our billing department at (360) 527-9566.