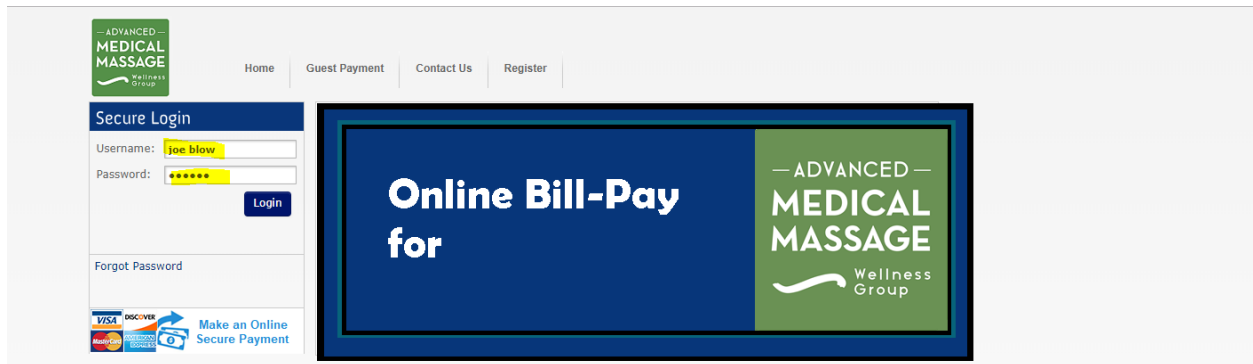
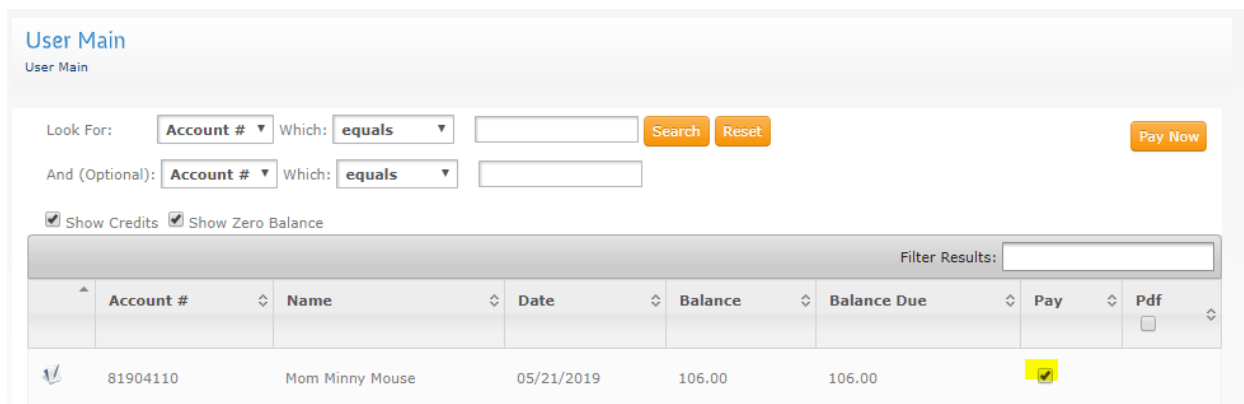


How to make a regular payment with Advanced Medical Massage online bill payment system



Sign in using the user name and password selected at registration. Please note user name and passwords are case sensitive.

Once successfully logged in, you will be redirected to the 'User Main' page with any/all open invoices:



Select the invoice you would like to pay by checking the box in the 'Pay' column. After you have selected the appropriate invoice, click the 'Pay Now' button in the upper right-hand corner of the screen.

You will be redirected to the 'Payment Amount' page where you will be able to input the billing information. Mandatory fields are marked with an asterisk; payments will not be processed until these fields are completed.

The screenshot shows a payment interface with a progress bar at the top containing steps: Select, Amount, Summary, and Results. The 'Amount' step is currently active. In the top right corner, there are 'Cancel' and 'Next' buttons. The main content is divided into three sections:

- Payment Amount:** A summary box for 'Mom Minny Mouse' containing:

Account of:	Mom Minny Mouse
Account Number:	81904110
Invoice Number:	
Due Date:	Tuesday, May 21, 2019
Current Balance:	\$106.00
Balance Due:	\$106.00

 Below this is a 'Payment Amount' input field with the value '1.06' and a 'Pay All' checkbox.
- Billing Information:** A form asking to confirm billing information. Fields include:
 - * Name: Mom Minny Mouse
 - * Address 1: PO Box 12345
 - Address 2: (empty)
 - * City: My Town
 - * State: Florida (dropdown menu)
 - * Postal Code: 12345
 - Phone: (empty)
 - Email: minnymouse@mysite.com
- Transaction Amount:** A section at the bottom right showing 'Sub-Total: \$1.06'.

The right-hand side of the screen indicates requested billing information. All fields marked with an asterisk are required.

The left-hand side of the screen provides the account and invoice information as well as the opportunity to customize the amount you would like to pay and leave any comment that you may desire to include with the payment. For the purpose of this tutorial – we will only make a partial payment

Please ensure the information matches the account and invoice you would like to pay and that the 'Payment Amount' reflects your desired payment. If you do not wish to pay the entire invoice at this time, you may uncheck the 'Pay All' box and input a specific amount. To leave a comment, use the drop-down arrow in the 'Comment' section in order to input notes. Please note, the comment box is for payments only and should not contain any personal health information (PHI). Once the information has been completed and reviewed, click the 'Next' button in the upper right-hand corner of the screen. You will be redirected to the 'Summary Review' page.

The 'Summary Review' page provides the opportunity to verify all billing and payment information. Please review and confirm all information before proceeding.

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Cancel

Previous

Select **Amount** **Summary** Results

Summary Review

Below is a summary of the payment you are about to make.

Documents

Account	Invoice	Description	Amount
81904110		Mom Minny Mouse	\$106.00
		Fees / Discounts	\$0.00
		Payment Amount	(\$1.06)
		Credit Amount Applied	\$0.00
		Balance Remaining	\$104.94

Billing Information

Name: Mom Minny Mouse

Address: PO Box 12345
My Town, FL 12345

Phone:

Email: minnymouse@mysite.com

Payment Amount

Sub Total: \$1.06
CC Fees: \$0.03

\$1.09

Payment Date

Pay Now
 Future Payment

Payment Method

Credit Card
 Checking

Payment Details

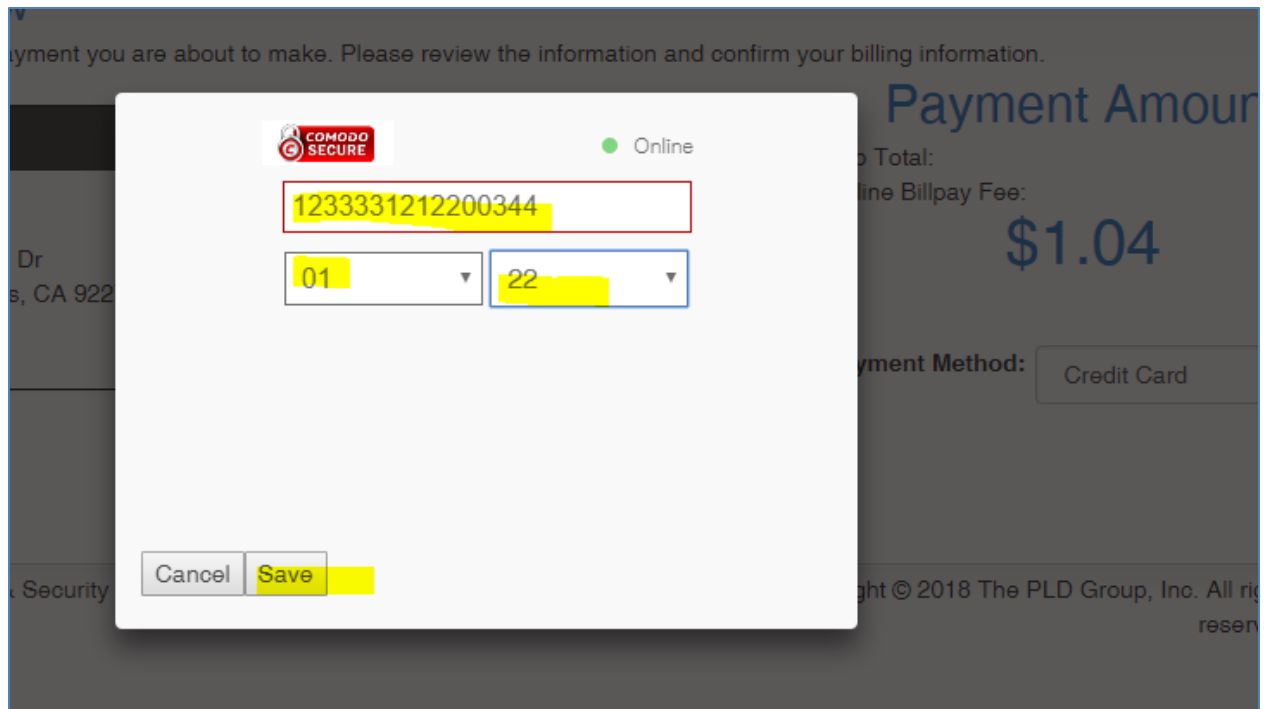
Payment Confirmation

Save Payment Information

This page provides three options for payment:

1. Payment Date. You may choose to pay now or schedule a future payment.
2. Payment Method. For our online bill pay site, we currently accept Visa, MasterCard, American Express, Discover and ACH (electronic checks).
3. Payment Confirmation. If you would like payment information to be saved for future use, please check the box to 'Save Payment Information'. Please note at no time does Pioneer Medical Group have access to your credit card information.

Once the Credit Card field is selected, a secure transaction vehicle linked directly to the bank with appearing in a pop-up box. Please note: credit card information presented for payment will NEVER be shared and is only accessible by our financial processing center.



Enter the credit card information as seen using the sample display above. Please note: this is not real credit card information and is being used solely for display purposes.

Select the expiration date from the drop-down menus and select 'Save' at the bottom of the pop-up box.

Once saved, the pop-up page will close, and you will be redirected back to the 'Summary Review' page. At this point, the last four numbers from your card will be displayed in the 'Payment Details' section, and you will be able to confirm the payment.

Select Amount **Summary** Results
Cancel Previous

Summary Review

Below is a summary of the payment you are about to make.

Documents

Account	Invoice	Description	Amount
81904110		Mom Minny Mouse	\$105.73
		Fees / Discounts	\$0.00
		Payment Amount	(\$1.06)
		Credit Amount Applied	\$0.00
		Balance Remaining	\$104.67

Billing Information

Name: Mom Minny Mouse
Address: PO Box 12345
 My Town, FL 12345
Phone:
Email: minnymouse@mysite.com

Payment Amount

Sub Total: \$1.06
 CC Fees: \$0.03

\$1.09

Payment Date

Pay Now
 Future Payment

Payment Method

Credit Card

Payment Details

Masked Account Number: Card ending with 8472

Payment Confirmation

Save Payment Information
 Accept Terms and Conditions

Confirm Payment Information

If all information is correct, check the box for 'I Confirm this Payment' and click 'Pay Now'.

Once the transaction is approved by the bank, you will be redirected to access your receipt.

