## 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:

Look Fo	or: Account	t# 🔻	Which: equals T			Se	earch Reset						Pay Nov
			Which: equals	-									
				1									
nd (O	ptional): Accoun	u # '	Which Cquars										
	v Credits 🗹 Show												
									Filter Res	ults:			
			Balance	÷	Date	\$	Balance	0	Filter Resi Balance Due	ults:	Pay	¢	Pdf

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.

elect	Amount S	ummary Results		
Payment Ar		Next button to continue.	Billing Infor Please confirm your	mation billing information below.
Mom Minny Mo	use		<mark>* Nam</mark> e	Mom Minny Mouse
Account of:	Mom Minny Mou	ise	* Address 1	PO Box 12345
Account Number Invoice Number:			Address 2	
Due Date: Current Balance Balance Due:	Tuesday, May 2	1, 2019 \$106.00 \$106.00	* City	My Town
			* State	Florida
Payment Amoun	t.	1.06 Pay All 🔲	* Postal Code	12345
		]	Phone	
			Email	minnymouse@mysite.com
			Transactior	Amount
			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.

Select	Amou	nt Summary	Results		
Summar	y Revie	W		Paym	ent Amount
Below is a sum	nmary of the	payment you are about to make	e.	Sub Total: CC Fees	\$1.0 \$0.0
Documents	s				\$1.09
Account 81904110	Invoice	Description Mom Minny Mouse Fees / Discounts	Amount \$106.00 \$0.00	Payment Date	
		Payment Amount Credit Amount Applied	(\$1.06) \$0.00	Pay Now Future Payment	
		Balance Remaining	\$104.94	Payment Method	
Billing Info	rmation			<ul> <li>Checking</li> </ul>	
	lom Minny M	ouse		Payment Details	
	O Box 12345 ly Town, FL 1			Payment Confirmation	n
Phone: Email: m	innymouse@	omvsite.com		Save Payment Information	ion

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).
- 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.

yment you	u are about to make. Please reviev	v the information and confi		
	COMODO SECURE	Online	Payme	nt Amour
Dr s, CA 922	1233331212200 01	22 • •	line Billpay Fee:	1.04
			yment Method:	Credit Card
ε Security	Cancel Save		ght © 2018 The P	LD Group, Inc. All rig resen

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.

ummary	Revie	W		Payment Amount
low is a summa	ry of the p	payment you are about to make.		Sub Total: \$1. CC Fees: \$0.
Documents				\$1.09
Account I 81904110	nvoice	Description Mom Minny Mouse	Amount \$105.73	Payment Date
		Fees / Discounts Payment Amount Credit Amount Applied	\$0.00 (\$1.06) \$0.00	<ul> <li>Pay Now</li> <li>Future Payment</li> </ul>
		Balance Remaining	\$104.67	Payment Method
				<ul> <li>Credit Card</li> </ul>
Billing Informa	ation			Payment Details
Name: Mom	Minny Mo	ouse		Masked Account Number: Card ending with 8472
Address: PO B My To	ox 12345 own, FL 1			Payment Confirmation
Phone:				

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.

New payment User Main >> New pay				Print	History
Thank you for	your payment.				
Payment Date: Transaction ID: Approval Number: Reference No: Status: Message	5/31/2019 10:16 AM 10451071 10451071 6-615292D1-2199-4890-96A7- C316983850EC Approved Approved 835051	Total: \$1.09 Type: Standard Payment Method: Visa (Ending with 8472)	Bill To: Mom Minny Mouse Address: PO Box 12345 My Town, FL 12345 Email: minnymouse@mysite.com		
Account	Invoice	Description	Due		Paid
81904110		Mom Minny Mouse	105.73		\$1.06
			\$105.73		\$1.06
		Sub-Total	\$1.06		
		CC Fees	\$0.03		
		Credits Applied	(\$0.00)		
		Total Paid	\$1.09		

This page is your receipt. It includes your approval number and your reference number should you need to verify this payment at any point.

Print this page by selecting the 'Print' icon in the upper right-hand corner. For future payments through this portal, you will also be able to select the 'History' icon to review previous payments.

After printing your receipt:

- 1. If you have completed all payments, log out under your name in the upper right-hand side of the screen (not shown)
- 2. f you wish to make additional payments, select the 'return to Documents' button in the lower left-hand corner to return to the 'User Main' page

Have questions or need additional assistance? Please call us at (360) 527-9566