



# 4 How to Pay Your Bills in the Portal

## **GETTING STARTED GUIDE**

# How to Pay Your Bills

with **simple**practice

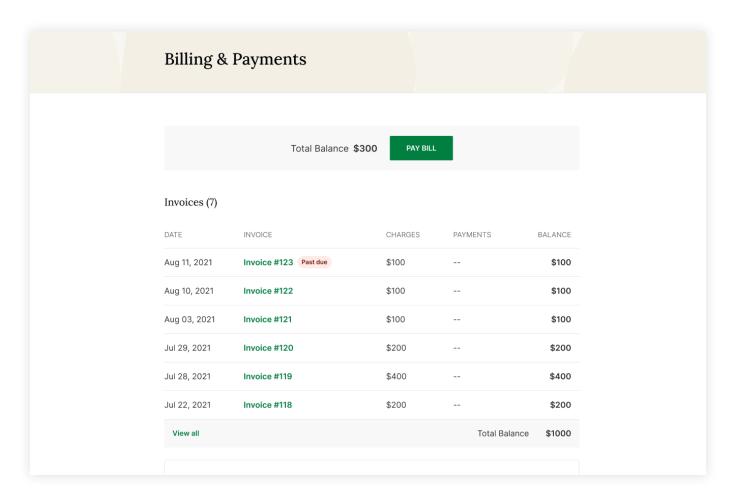
Using the Client Portal, you can view your recent invoices, statements, superbills, and payments. You can also add a credit card and pay for your sessions.

### **SECTIONS:**

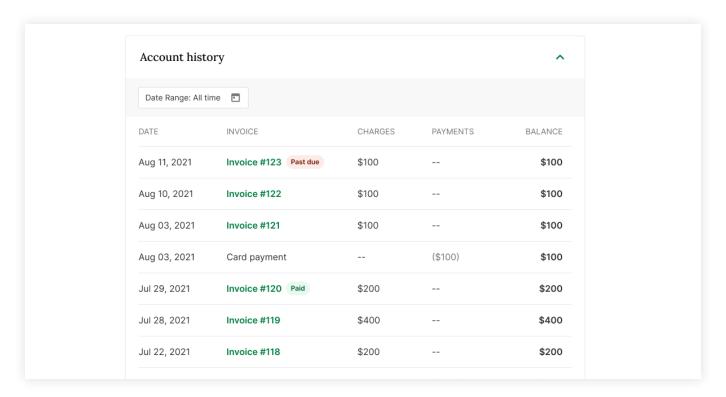
- Viewing your billing history and documents
- 2. Making payments

# **VIEWING YOUR BILLING HISTORY AND DOCUMENTS**

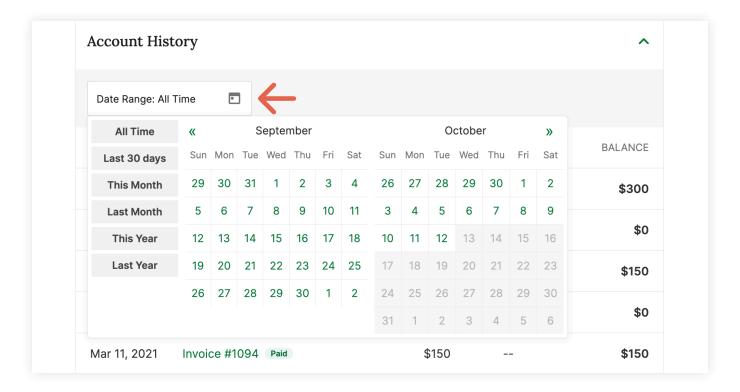
- After logging into the Client Portal, click Billing & Payments to see your billing page.
  This page provides you with an overview of your recent payment history and access to your billing documents.
- 2. You'll see three sections for **Invoices**, **Statements**, and **Insurance Reimbursement Statements** (superbills).



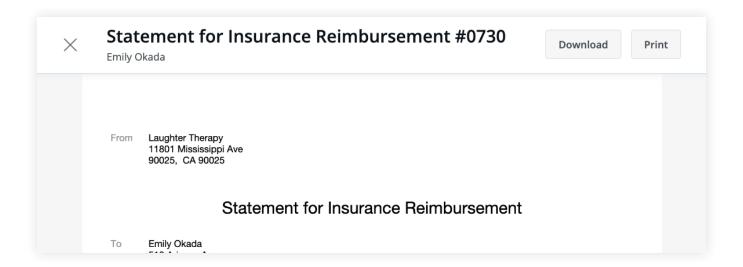
3. At the very bottom there's a section for **Account History** that shows your most recent sessions and payments.



4. Adjust the **date range** to display whichever sessions you'd like by clicking the calendar icon.



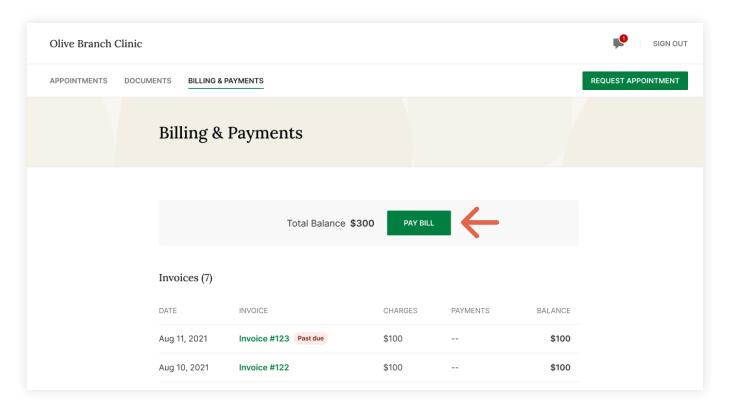
**TIP:** Once you open a document, you can click **Print** to print it or **Download PDF** to download it to your computer.



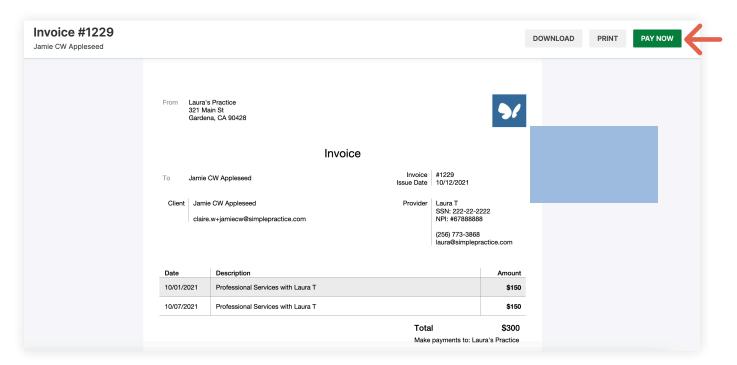
# **MAKING PAYMENTS**

It's easy to pay your bills in the Client Portal and stay on top of your payment history. Your **current balance** displays at the top of the page. You can either pay this entire balance, or pay a specific invoice.

1. To pay your entire balance, click **Pay Now** next to the balance amount.



2. To pay a specific invoice, open the invoice and click Pay Now at the top.



No matter which pay button you choose, the next steps are the same:

- 1. Enter the cardholder's name, card info, and billing zip code.
- 2. If you'd like to store this card to use in the future, check the **Save Card** box.
- 3. The amount on the **Pay** button will reflect the payment that you're making. Make sure it's the correct amount, then click **Pay \$(amount)**.
- You'll see that the status next to that invoice date in your **Account History** section has changed to **Paid**.

If you stored the card, you'll be able to select this card for future payments.

