

How Do I make a payment?

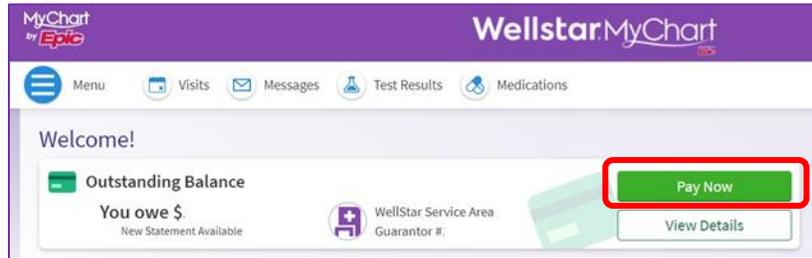
This tip sheet describes how to make a payment via MyChart.



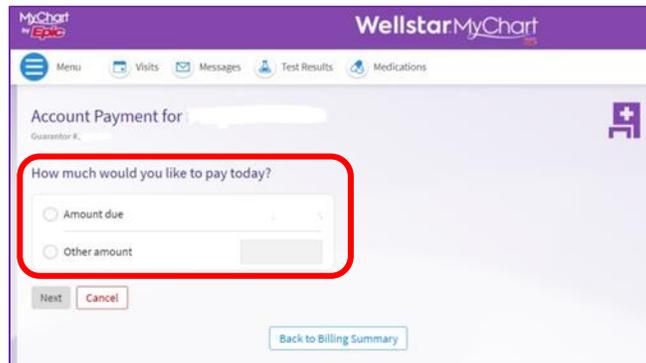
Try It Out

Patients can make a payment via their MyChart Welcome page after logging in.

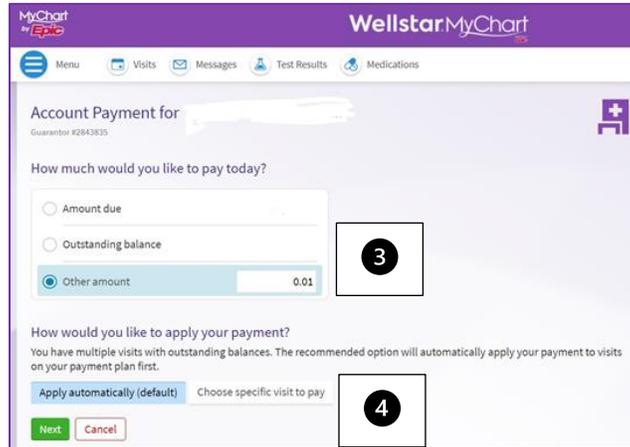
1. Click **Pay Now**



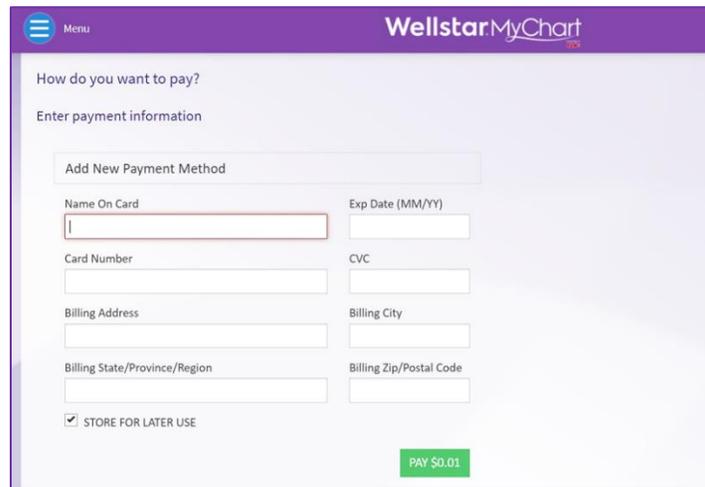
2. Patient may select to pay the total amount due or other amount.



3. Enter the payment amount and click Next
4. How would you like to apply your payment?
 - a. Apply automatically (default)
 - b. Choose specific visit to pay
5. Click **Next**

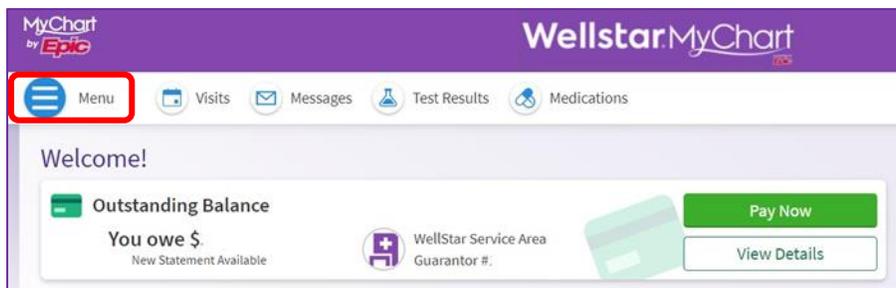


6. Enter credit card information and **Store For Later Use** is checked (default)
7. Click **Pay** to process payment.

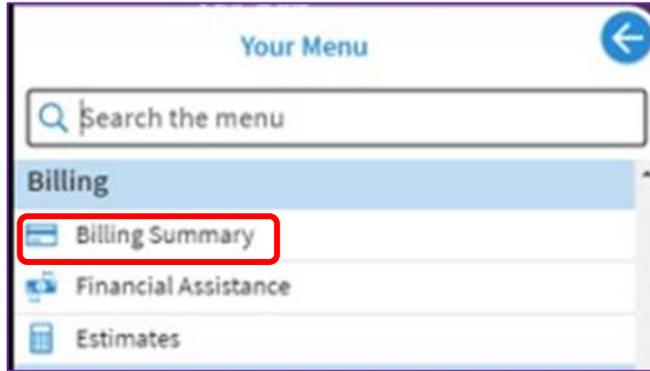



You can also access payment options on the Menu

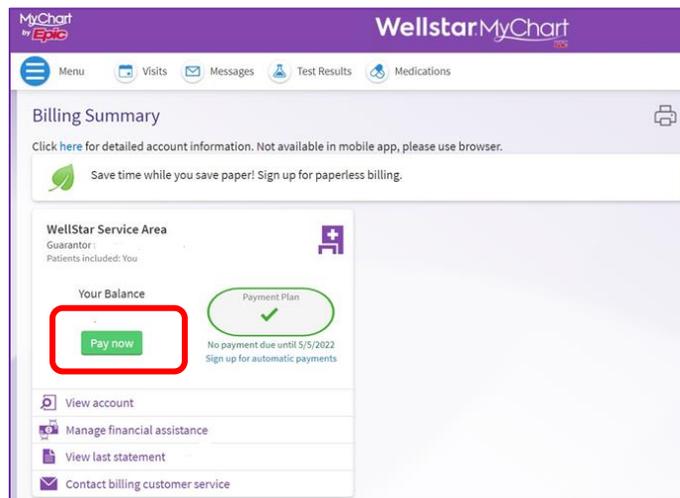
1. Click **Menu** to access the payment option screen on MyChart.



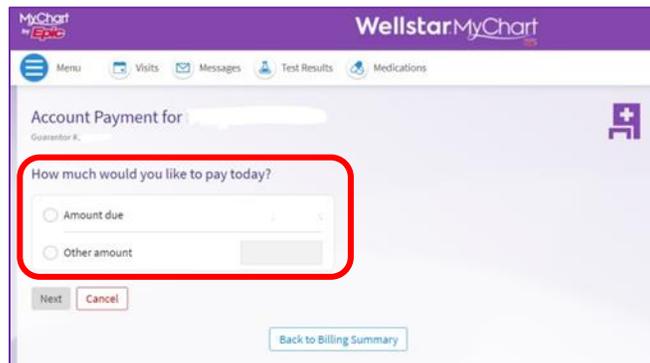
2. Click **Billing Summary**



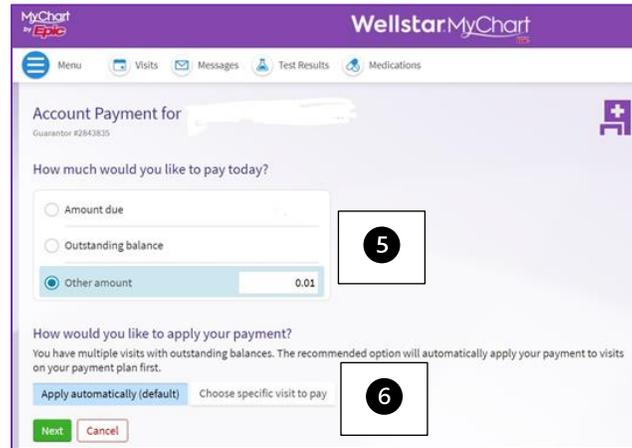
3. Click **Pay Now**



4. Patient may select to pay the total amount due or other amount.

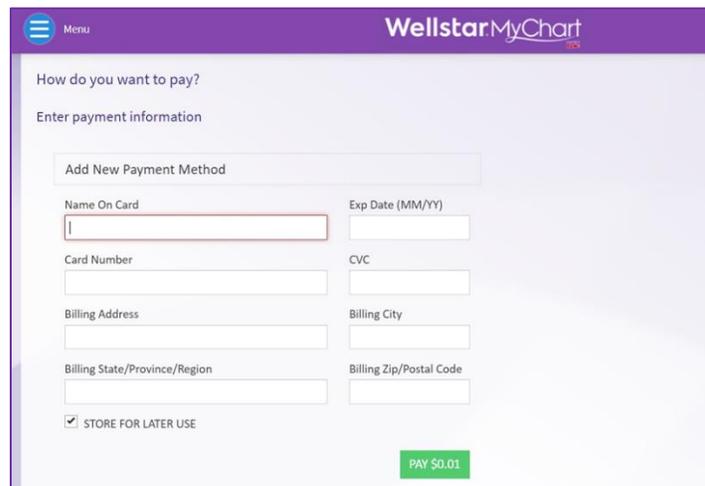


5. Enter the payment amount and click Next
6. How would you like to apply your payment?
 - a. Apply automatically (default)
 - b. Choose specific visit to pay
7. Click **Next**



The screenshot shows the 'Account Payment for' screen in Wellstar MyChart. The user is prompted to enter a payment amount. Three options are available: 'Amount due', 'Outstanding balance', and 'Other amount'. The 'Other amount' option is selected with a value of 0.01. A callout box with the number '5' points to the 'Other amount' input field. Below this, the user is asked how to apply the payment. Two options are shown: 'Apply automatically (default)' and 'Choose specific visit to pay'. The 'Apply automatically (default)' option is selected. A callout box with the number '6' points to this option. At the bottom, there are 'Next' and 'Cancel' buttons.

8. Enter credit card information and **Store For Later Use** is checked (default)
9. Click **Pay** to process payment.



The screenshot shows the 'How do you want to pay?' screen in Wellstar MyChart. The user is prompted to enter payment information. There is a section for 'Add New Payment Method' with several input fields: 'Name On Card', 'Exp Date (MM/YY)', 'Card Number', 'CVC', 'Billing Address', 'Billing City', 'Billing State/Province/Region', and 'Billing Zip/Postal Code'. A checkbox labeled 'STORE FOR LATER USE' is checked. At the bottom right, there is a green 'PAY \$0.01' button.