

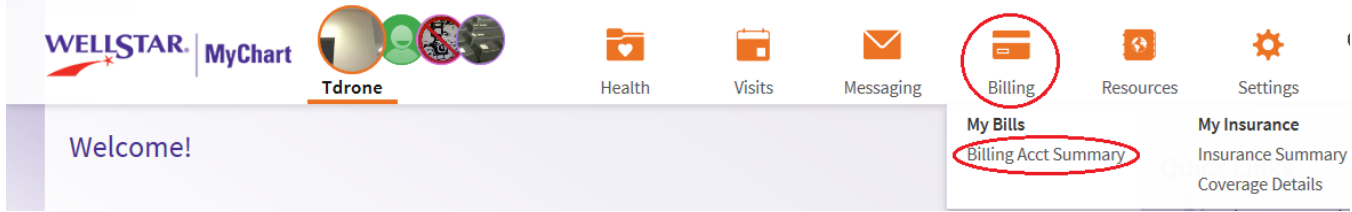
Locating and Paying Your Bill

This tip sheet describes how to view and pay for your bill in MyChart.

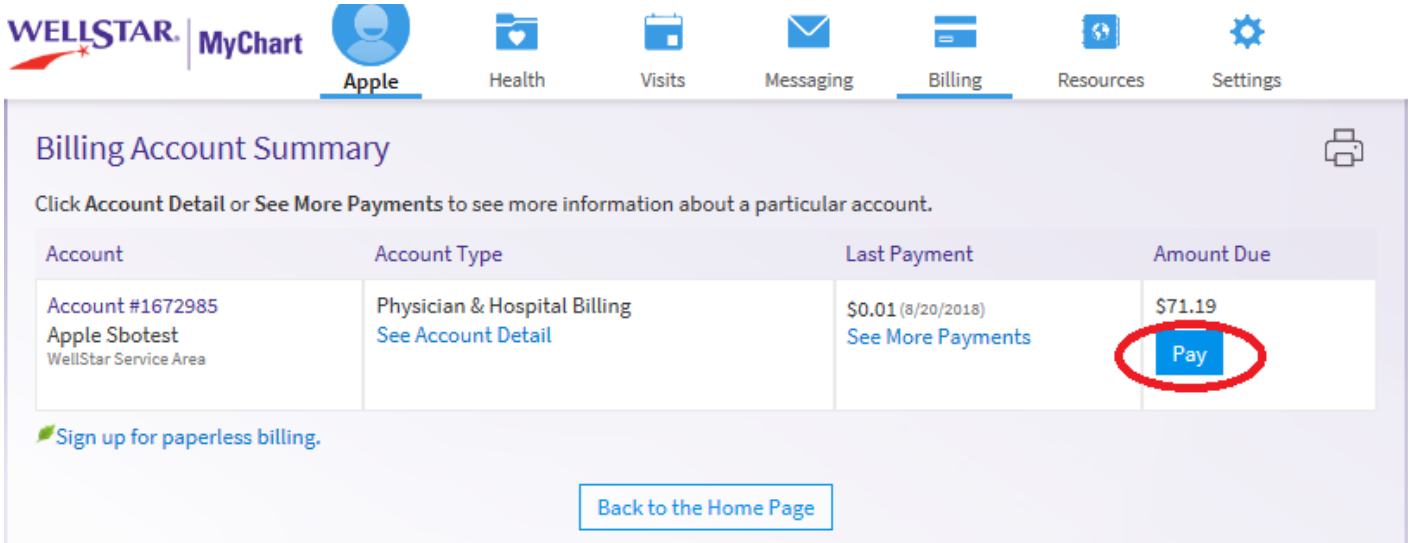
Please note: If you don't have a MyChart account, you can select Pay As Guest from the main page.

Try It Out

- After logging into your MyChart account, navigate to the 'Billing' menu selecting 'Billing Acct Summary'.



- From the Billing Account Summary page, you can view which accounts you are the guarantor for and view amounts due. Selecting an account that has a balance due will direct you to the payments page. From this page you can also sign up for paperless billing by clicking the link



3. From the **'Account Payment'** page, you can select the exact amount due or enter a desired amount to pay. You can also save the payment method for future use and assign a 'nickname' by selecting the **'Save for future use'** checkbox.

Account Payment

1. How much would you like to pay today?

You have a balance due for hospital services at WS SERVICE AREA

There has been new activity on your account since your last statement of \$71.20. Please pay the amount due below.

Amount Due \$71.19	Other Amount <input type="text"/>
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2. How do you want to pay?

Enter payment information

Indicates a required field

Name on card

Card number

Expiration date
 /
mm / yyyy

Security code
 ⓘ

Save for future use

Billing information
123 Billing Lane
Marietta GA, 30068
770-908-1453
noemail@noemail.com

Enter a new address

CONTINUE

4. If you select **'Other Amount'** and have multiple visits with outstanding balances, you will have the option to apply the payment to other specific visits. If not, you will complete payment information and proceed to next screen to process payment

You have a balance due for hospital services at WS SERVICE AREA


Amount Due \$1,119.00	Other Amount \$100.00
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You have multiple visits with outstanding balances. If you would like to apply the payment to a specific visit, please select it from the list below.


Stress Exercise - Treadmill Only Visit at WellStar Cardiac Diagnostics (KH CV9 PEDS BARRETT) with [REDACTED] MD on Apr 24, 2018 Hospital Services — Hospital Account # [REDACTED]	Outstanding Balance \$870.00
Stress Exercise - Treadmill Only Visit at WellStar Cardiac Diagnostics (KH CV9 PEDS BARRETT) with [REDACTED] MD from Apr 24, 2018 to Apr 25, 2018 Professional Services — Visit Account # [REDACTED]	Outstanding Balance \$249.00

5. Upon successful payment, you will be directed to this screen

Payment Processed



✔ Your payment has been processed successfully! Please print this page as a receipt for your records.

Payment amount	Date	 x1111 exp. [REDACTED] wellstar
\$ [REDACTED]	8/22/2018	
Account #	Authorization code	
[REDACTED]	[REDACTED]	

[BACK TO ACCOUNT DETAILS](#)

Please Note: If you have any other questions or have difficulty paying your bill please contact the MyChart help desk Monday through Friday 8:30 - 5:00 at 470-644-0419 to talk to our MyChart staff or email the HELP DESK at mycharthelp@wellstar.org . Remember, MyChart is NOT to be used for urgent needs. For medical emergencies, dial 911.