How Can I Set Up A Payment Plan?

This tip sheet describes how to set up a payment plan in MyChart.

WELLSTAR

CONNECT

WELLSTAR. MyChart	eelth	Visits	Messaging B		s Profile	Pandora Myc Log Out
Welcome!			My Bi Accou	unt Summary	My Insurance Insurance Summary Coverage Details	
Select the account you are wanting to s	set up a paymen ^t	t plan for	. If you don't s	ee the 'Set Up	Payment Pla	n' option,
WELLSTAR. MyChart		eynent p			-	6
Pandora	,	Health	Visits	Messaging	Billing	Resources
Billing Account Summary Click here for detailed account information.						÷
Save time while you save paper! Si	gn up for paperless bill	ing.				
WellStar Service Area Guarantor #1672677 (Pandora Mychart) Patients included: You		8				
You Owe	Can't pay all at once? n up to pay <u>\$25.00</u> per month	1.				
\$273.60 Pay Now	Set Up Payment Plan					
\$273.60 Pay Now	Set Up Payment Plan					

3. Complete the required information, select "Next". The minimum amount is defaulted but can be adjusted

Si	gn Up for a Payment Plan			
1.	Choose a monthly amount			
Но	w much do you want to pay per month towards	s your outstanding balance of \$273.60 ?	On which day of the month would you like your payments to be made?	
\$2	25.00		17	
Thi	is monthly amount will require you to make 11	payments until you pay off your balance in August 2	020.	
Ν	Next Cancel			
**NOTE	* If the amount entered does not	fit the WellStar Payment Arrangemen	t guidelines, the following error messag	зe
will app	ear, and the minimum balance is o	lefaulted in again		
	The monthly payment you entered It has been automatically adjusted	I is too low for your outstanding balance to the minimum allowed amount.	e.	

If you need further financial assistance, please call us at 470-245-9998. Or send a message to customer service.

5. Continue entering payment information like a one-time payment

4.

Account Payment for Guarantor #799674	-	8				
How do you want to pay? We accept payments via the following credit card brands: VISA 🤵 🔤 🔤						
Enter payment information						
Add New Payment Method						
Name On Card	Exp Date (MM/YY)					
Card Number	CVC					
STORE FOR LATER USE						
	PAY \$0.01					

Please note: If you need further assistance please contact the MyChart Service desk hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Phone: 470-644-0419 Fax: 770-999-2306 Email: mycharthelp@wellstar.org