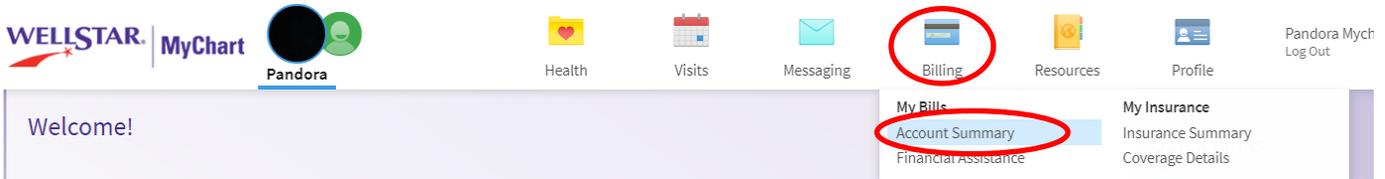


## How Can I Set Up A Payment Plan?

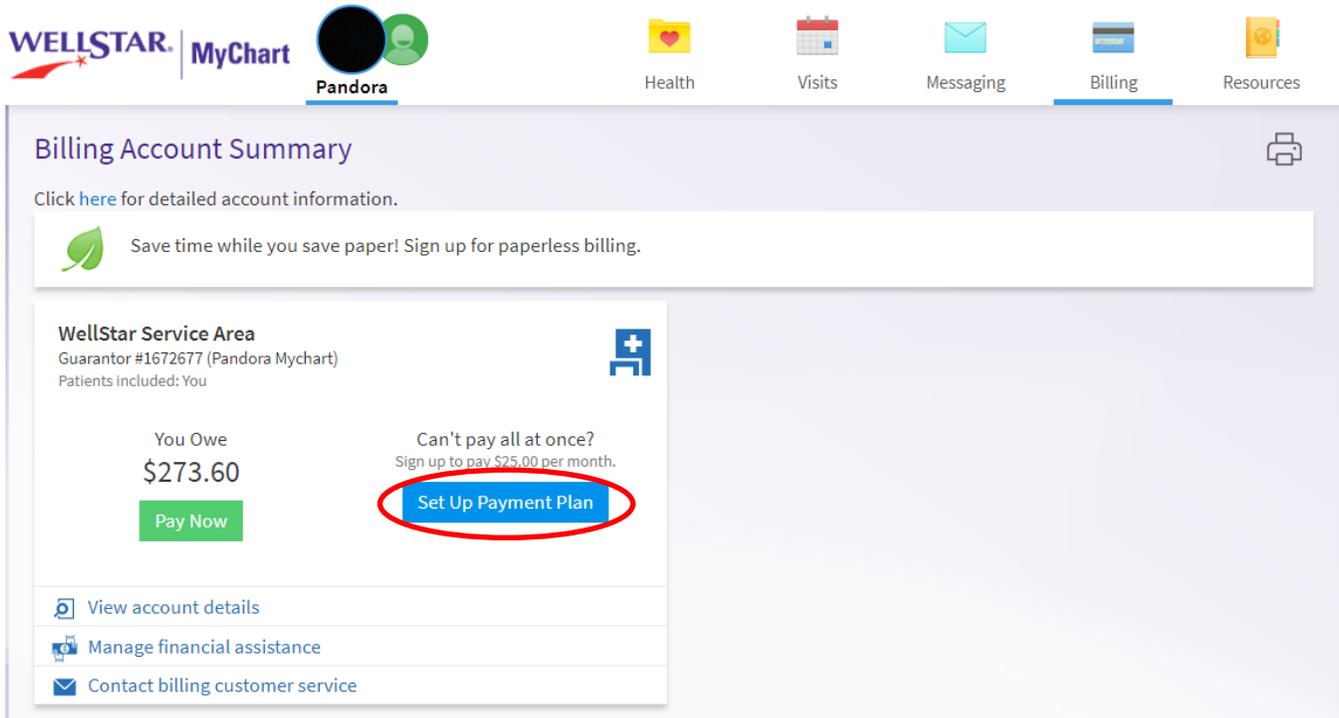
This tip sheet describes how to set up a payment plan in MyChart.

### Try It Out

1. Login to your MyChart account and navigate to the "Billing" -> "Account Summary" menu



2. Select the account you are wanting to set up a payment plan for. If you don't see the 'Set Up Payment Plan' option, your outstanding balance amount may not be eligible for a payment plan



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

## Sign Up for a Payment Plan

### 1. Choose a monthly amount

How much do you want to pay per month towards your outstanding balance of \$273.60?

On which day of the month would you like your payments to be made?

This monthly amount will require you to make **11** payments until you pay off your balance in **August 2020**.



4. **\*\*NOTE\*** If the amount entered does not fit the WellStar Payment Arrangement guidelines, the following error message will appear, and the minimum balance is defaulted in again

**The monthly payment you entered is too low for your outstanding balance.**  
It has been automatically adjusted to the minimum allowed amount.

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

## Account Payment for [REDACTED]

Guarantor #799674



### How do you want to pay?

We accept payments via the following credit card brands:

### Enter payment information

Name On Card

Exp Date (MM/YY)

Card Number

CVC

STORE FOR LATER USE

**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](mailto:mycharthelp@wellstar.org)