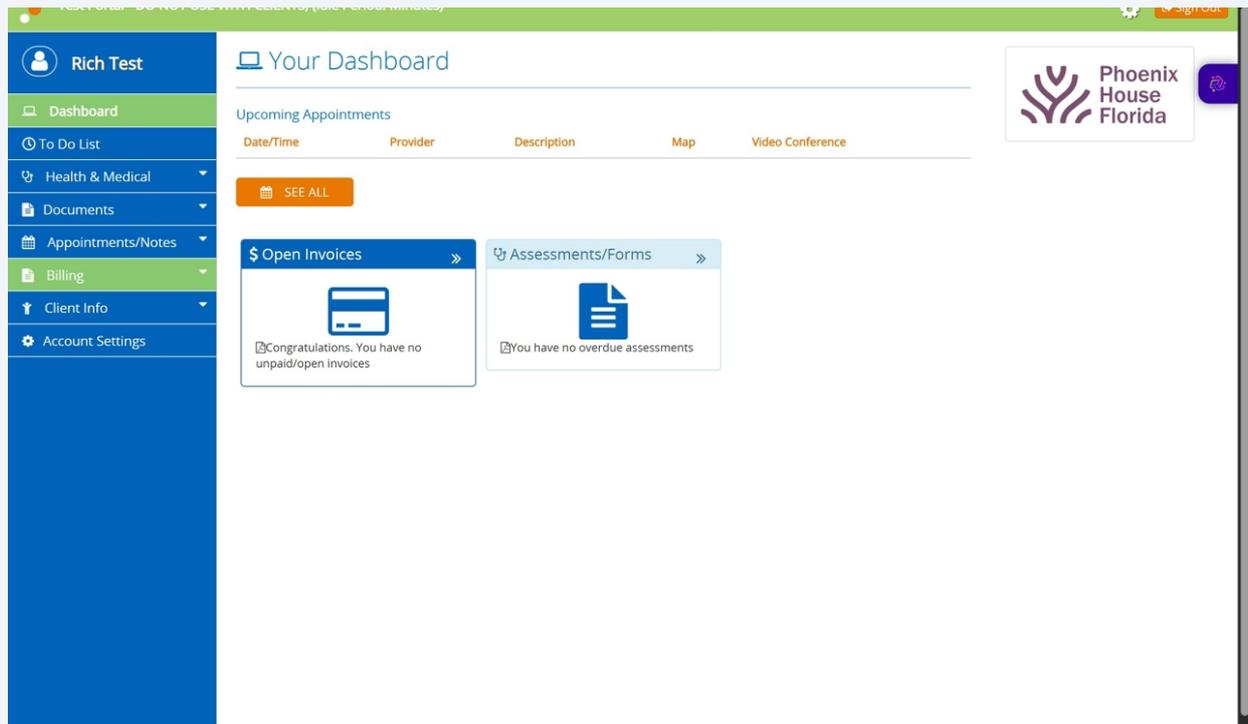


How to Make a Payment in the Patient Portal

1 Log in to your Patient Portal Account



The screenshot shows a patient portal dashboard for a user named Rich Test. The dashboard includes a navigation menu on the left with options like Dashboard, To Do List, Health & Medical, Documents, Appointments/Notes, Billing, Client Info, and Account Settings. The main content area displays 'Your Dashboard' with a section for 'Upcoming Appointments' (including columns for Date/Time, Provider, Description, Map, and Video Conference) and a 'SEE ALL' button. Below this, there are two summary cards: 'Open Invoices' with a card icon and the message 'Congratulations. You have no unpaid/open invoices', and 'Assessments/Forms' with a document icon and the message 'You have no overdue assessments'. The Phoenix House Florida logo is visible in the top right corner of the dashboard.

2 Click "Billing"

The screenshot shows the Phoenix House Florida Test Portal dashboard. The top navigation bar is green and contains the text "Test Portal - DO NOT USE WITH CLIENTS; (Idle Period: Minutes)", a settings gear icon, and a "Sign Out" button. The left sidebar is blue and lists various menu items: "Rich Test", "Dashboard", "To Do List", "Health & Medical", "Documents", "Appointments/Notes", "Billing" (highlighted with a red circle), "Client Info", and "Account Settings". The main content area is titled "Your Dashboard" and features a section for "Upcoming Appointments" with columns for "Date/Time", "Provider", "Description", "Map", and "Video Conference". Below this is a "SEE ALL" button. Two summary cards are displayed: "Open Invoices" with a credit card icon and the message "Congratulations. You have no unpaid/open invoices", and "Assessments/Forms" with a document icon and the message "You have no overdue assessments". The Phoenix House Florida logo is visible in the top right corner.

3 Click "Pay by Credit Card"

This screenshot shows the same Phoenix House Florida Test Portal dashboard as the previous one, but with the "Billing" menu item expanded. The "Billing" submenu is visible, listing "Billing Statement", "Charges", "Payment History", and "Pay by Credit Card" (highlighted with a red circle). The rest of the dashboard, including the "Your Dashboard" section and the summary cards, remains the same as in the previous screenshot.

4

Enter the name on your card exactly as it appears as well as your Billing Address, and Zip Code

The screenshot shows a web application interface for making a credit card payment. The page title is "Test Portal - DO NOT USE WITH CLIENTS; (Idle Period: Minutes)". The user is logged in as "Rich Test". The main heading is "\$ Make a Credit Card Payment". The form is titled "Credit Card Details" and contains the following fields: "Name on Card:" (highlighted with an orange circle and containing "Rich Test"), "Billing Address:" (containing "101 Main Street Citra"), "Zip Code:" (containing "32113"), "Card Type:" (a dropdown menu), "Credit Card Number:" (an empty field), "Expiration Date:" (two dropdown menus), "Card Security Code:" (an empty field), "Amount:" (an empty field), and "Memo:" (a text area). Below the form is a "Terms and Conditions" section with a checkbox and a paragraph of text. At the bottom, there is a table with columns: "Payment", "Service Date", "Description", "Service Provider", and "Current Balance".

5

Enter your credit card number, expiration date, and card security code.

The screenshot shows the same web application interface as above. The "Credit Card Details" form now has the "Credit Card Number:" field highlighted with an orange circle. The "Expiration Date:" field is also highlighted with an orange circle. The "Card Security Code:" field is also highlighted with an orange circle. The "Name on Card:" field now contains "Rich Test". The "Billing Address:" field contains "101 Main Street Citra". The "Zip Code:" field contains "32113". The "Card Type:" field is a dropdown menu. The "Amount:" field is an empty field. The "Memo:" field is a text area. The "Terms and Conditions" section is visible below the form. The table at the bottom has columns: "Payment", "Service Date", "Description", "Service Provider", and "Current Balance".

6 Enter the amount of your payment

The screenshot shows a web form titled "Make a Credit Card Payment" for a user named Rich Test. The form includes a sidebar with navigation options like Dashboard, To Do List, Health & Medical, Documents, Appointments/Notes, and Billing. The main form area has a "Credit Card Details" section with fields for Name on Card, Billing Address, Zip Code, Card Type, Credit Card Number, Expiration Date, Card Security Code, Amount, and Memo. The "Amount" field is highlighted with an orange circle. Below the form is a "Terms and Conditions" section with a checkbox for authorization. At the bottom, there is a table with columns for Payment, Service Date, Description, Service Provider, and Current Balance.

Payment	Service Date	Description	Service Provider	Current Balance
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7 To accept the Terms and Conditions of paying through the patient portal, click

This screenshot is identical to the one above, showing the "Make a Credit Card Payment" form. In this view, an orange circle highlights the checkbox in the "Terms and Conditions" section, which is currently unchecked. The rest of the form, including the sidebar and the table at the bottom, remains the same.

Payment	Service Date	Description	Service Provider	Current Balance
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8

Click this checkbox to accept the Terms and Conditions of making payment through the Patient Portal.

The screenshot shows a web form titled "Make a Credit Card Payment" for a user named "Rich Test". The form includes fields for Name on Card, Billing Address, Zip Code, Card Type, Credit Card Number, Expiration Date, Card Security Code, Amount, and Memo. At the bottom, there is a "Terms and Conditions" section with an unselected checkbox. A red circle highlights this checkbox. The "Process Payment" button is visible in the top right corner.

Payment	Service Date	Description	Service Provider	Current Balance
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9

Click "Process Payment"

This screenshot is identical to the previous one, but the checkbox for "Terms and Conditions" is now selected. Additionally, the "Process Payment" button in the top right corner is circled in red. The "Sign Out" button is also visible in the top right corner.

Payment	Service Date	Description	Service Provider	Current Balance
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