

## **Payment Portal**

The Payment Portal is a secure patient payment website that allows providers to take payments online. This functionality makes it easier and faster for the patient to make a payment and the provider to receive it.

To make a payment:

- 1. Go to <u>https://paymentportal.emedixus.com</u> to access the Payment Portal.
- 2. Enter the Statement ID and then click **Submit**. Statement IDs can be found on the statement received in the mail and each Statement ID is unique. If an invalid ID is entered, an error message displays.



 The Statement Details screen displays with the guarantor name, account number, statement date, and amount due. Enter the desired **Payment Amount**; it does not have to be the full amount due. Mark the check box to authorize eMEDIX to charge the entered credit card for the payment amount listed. Click **Pay.**

Guarantor Name Account Number Statement Date Amount Due	: JALANE SMITH : 888888888 : 06/21/2019 : \$132.79
PAYMENT AMOUNT	
100.00	
<ul> <li>By clicking the 'Pay to charge my credi listed above.</li> </ul>	' button below, I authorize eMEDIX t card for the 'Payment Amount'

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4. Enter the payment information including credit card number, card expiration date, CVV code (located on the back of the credit card), zip code, and click **Submit**. Click Cancel to log out of the portal.

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			EXP
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	Payment Amo	unt: \$100.(	00
CARD NU	Payment Amo	o <b>unt:</b> \$100.0	00
CARD NU	Payment Amo IMBER 000098765439	ount: \$100.(	00
CARD NU 4012 EXPIRAT	Payment Amo IMBER 000098765439 ION DATE	ount: \$100.0	21P CODE
4012 EXPIRAT	Payment Amo MBER 000098765439 ION DATE V 2021 V	cvv 999	21P CODE 85284

5. Once submitted, a payment confirmation displays with the status of the payment, as well as payment details. Click **Print** to view a receipt.

	STATEMENT ID: 91/99-UBHQ-9WO9-LM99
Payment Confirmation	COMPUGROUP EMEDIX 8320 S HARDY DRIVE TEMFE AZ 85284 02/23/2021 10:21:02
Status:         Approved           Statement ID:         9V/99-UBHQ-9WO9-LM99           Invoice Number:         785169           Card Type:         VISA           Transaction ID:         8281271           Auth Code:         TAS320           Date:         2021-02-23T10:21:02	CREDIT - SALE CARD # : **** **** 5439 CARD TYPE : VISA Entry Mode : MANUAL TRANSACTION ID : 8201271 Invoice number : 755169 AUTH CODE : TAS320 Subtotal: \$100.00
Payment Amount: \$100.00	Total: \$100.00
LOG OUT PRINT	CUSTOMER ACKNOWLEDGES RECEIPT OF GOODS AND/OR SERVICES IN THE AMOUNT OF THE TOTAL SHOWN HEREON AND AGREES
<ol> <li>Click Log Out to sign out of the Payment Portal.</li> </ol>	TO PERFORM THE OBLIGATIONS SET FORTH BY THE CUSTOMER'S AGREEMENT WITH THE ISSUER APPROVED

Customer Copy