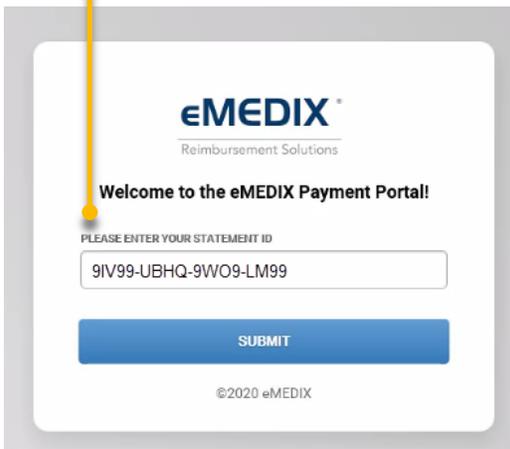


Payment Portal

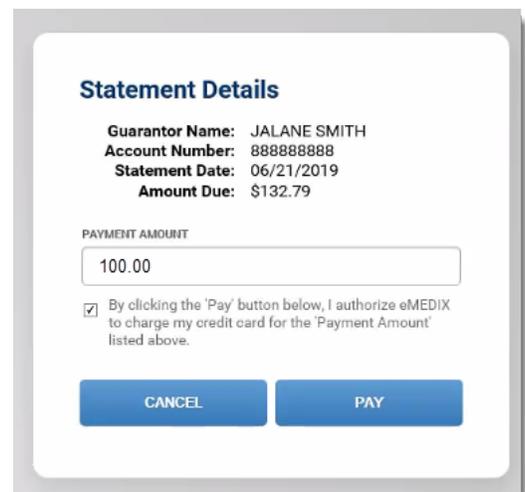
The Payment Portal is a secure patient payment website that allows providers to take payments online. This functionality makes it easier and faster for the patient to make a payment and the provider to receive it.

To make a payment:

1. Go to <https://paymentportal.emedixus.com> 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.



3. 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**.



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.

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

6. Click **Log Out** to sign out of the Payment Portal.