Therabill

Making a Payment Through the Client Portal

While making a payment through the Client Portal is viewable by your patients, there may be instances where you will need to troubleshoot the process for them. In the section below, you will learn about the patient experience and the steps required for them to make a payment on an existing balance.

- 1. Log into the application at <u>https://app.therabill.com/login/</u> and enter your **username** and **password**.
- 2. Click on the **Filing** tab. In the **Invoices** section, review the statement balance. Record the balance due for reference later.

	Account	Scheduling	Filing		C
Jedi Wellness (Center				
Invoices Receipts Documenta	tion Notes	Attachments			
Statement (Period: up to 10/16/17)	10/16/1	7 Search	Filters		
Statement # 218	\$72.0	0 DOS range:	to		
		Inv Date:	09/01/2017 to 1	10/16/2017	
		invoice #.			

3. Click on the Account tab and select Make Payment.



4. In the pop-up window, enter the **Card Holder Information** and **Payment amount**. Input Credit Card information, then click **Process Transaction** to complete the payment.

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address 398 W STAFFORD RD. City THOUSAND OAKS State CA UP Code 91361 Payment information amount 50 Generate Edit Card Information * Card Number: * Card Number: * Expiration: Month V Year V * Cvv: Transaction Information Amount: \$50.00	lame	BRITNEY J SPEARS			
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	* (Transaction	nformation			
PROCESS TRANSACTION Cancel transaction	* (Transaction Amount: \$5	nformation 0.00			

5. The clinic will receive an email that states "(Client Name) has posted a credit card payment (Auth #: 051016) using the Therabill patient portal. This payment has been entered as an unassigned payment to the client."