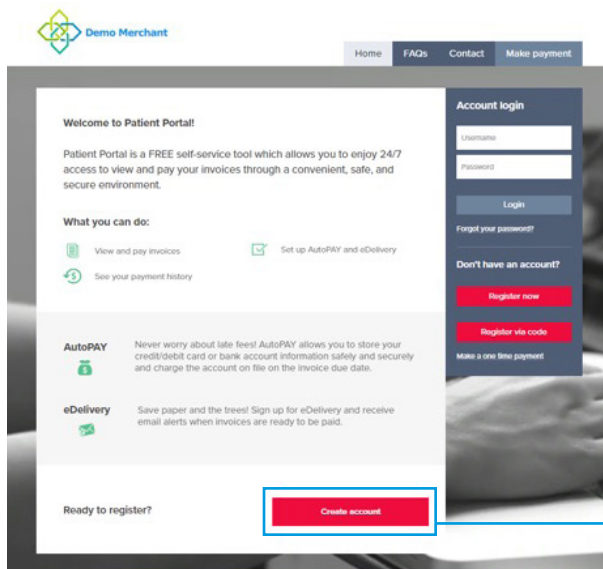


# Patient portal registration

## Online bill pay made easy with AutoPAY

- Conveniently assure your bill is always paid on time
- Receive electronic notification of new invoices and payment receipts
- Enroll easily via online Patient Portal



## 1 Patient portal registration

To register, log on to the website printed on your invoice and click the Online Bill Pay button.

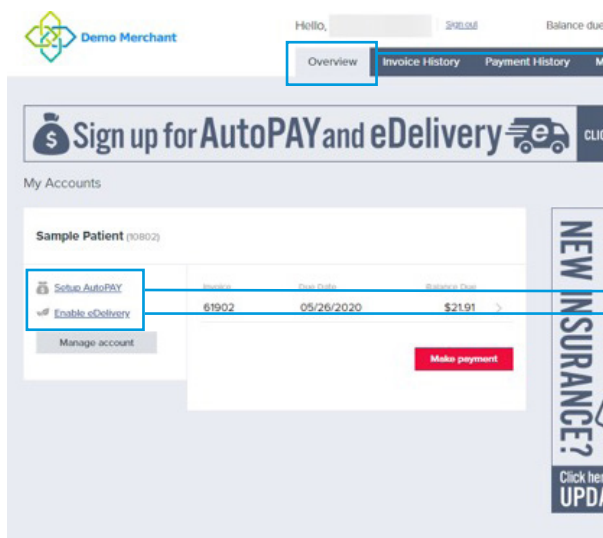
- Click on **Create account**.
- Fill out all fields and click on create user profile.
- Click complete registration.
- Confirm your account through our confirmation email.

**Note:** You will need your **Account #** and your **Invoice #**.

## 2 Set-Up AutoPAY

- Click the **Overview** tab.
- Click the **Setup AutoPAY** link.
- From the drop-down menu, click the **Add new payment method** button.
- Once you have selected the payment method and added your information, click **Continue**.
- Enter your payment information and select **Submit payment** button.

**Note:** This is to add a new payment method only. Your card will be charged when the invoice becomes due.



## 3 eDelivery

- Under the **Overview** tab, click the **Enable eDelivery** link.
- Uncheck the paper delivery and check the box marked electronic delivery and then click the save button.

**Note:** The eDelivery feature sends a notification via email when a new invoice is ready to be paid. This email includes a link to sign into your registered account with a secure password to view your invoice.