

# How to Pay Your Bills

with  simplepractice


Using the Client Portal, you can view your recent invoices, statements, superbills, and payments. You can also add a credit card and pay for your sessions.

**SECTIONS:**

1. Viewing your billing history and documents
2. Making payments

## VIEWING YOUR BILLING HISTORY AND DOCUMENTS

1. After logging into the Client Portal, click **Billing & Payments** to see your billing page. This page provides you with an overview of your recent payment history and access to your billing documents.
2. You'll see three sections for **Invoices**, **Statements**, and **Insurance Reimbursement Statements** (superbills).



The screenshot shows the 'Billing & Payments' page. At the top, it displays 'Total Balance \$210' and a 'Pay Now' button. Below this, there are three main sections: 'Invoices (4)', 'Statements (1)', and 'Insurance Reimbursement Statements (1)'. The 'Invoices (4)' section contains a table with columns for Date, Details, Charges, Payments, and Balance. It lists one invoice from Oct 01, 2019 for \$300. Below the table is a 'View All' link and a summary row showing 'Total Balance \$300' and 'Payments \$90'. The 'Statements (1)' section shows one statement from Sep 27, 2019. The 'Insurance Reimbursement Statements (1)' section is partially visible at the bottom.

Date	Details	Charges	Payments	Balance
Oct 01, 2019	<a href="#">Invoice #3836</a>	\$300	--	\$300
<a href="#">View All</a>			Total Balance	\$300
			Payments	\$90

Statements (1) [^](#)

Date	Details
Sep 27, 2019	<a href="#">Statement #0639</a>

Insurance Reimbursement Statements (1) [^](#)

3. At the very bottom there's a section for **Account History** that shows your most recent sessions and payments.

Account History <span style="float: right;">^</span>				
Date Range: All Time				
Date	Type	Charges	Payments	Balance
Oct 01, 2019	<a href="#">Invoice #3836</a>	\$300	--	\$210
Oct 01, 2019	<a href="#">Invoice #3835</a> <span style="background-color: #28a745; color: white; padding: 2px;">PAID</span>	CR \$90	--	CR \$90
Oct 01, 2019	<a href="#">Invoice #3834</a> <span style="background-color: #28a745; color: white; padding: 2px;">PAID</span>	\$30	--	\$0
Oct 01, 2019	Cash payment	--	(\$30)	CR \$30
Sep 27, 2019	<a href="#">Invoice #3832</a> <span style="background-color: #28a745; color: white; padding: 2px;">PAID</span>	\$150	--	\$0
Sep 27, 2019	Cash payment	--	(\$150)	CR \$150

4. Adjust the **date range** to display whichever sessions you'd like by clicking the calendar icon.

Account History <span style="float: right;">^</span>																																																																																																								
09/02/2019 - 10/01/2019																																																																																																								
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;"> <span style="background-color: #f0f0f0; padding: 2px;">All Time</span> <span style="padding: 2px;">Last 30 days</span> <span style="padding: 2px;">This Month</span> <span style="padding: 2px;">Last Month</span> <span style="padding: 2px;">This Year</span> <span style="padding: 2px;">Last Year</span> </div> <div style="flex-grow: 1;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;&lt;</span> <span>September</span> <span>October</span> <span>&gt;&gt;</span> </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> </tr> <tr> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> </div> </div>					Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat								29	30	1	2	3	4	5	1	2	3	4	5	6	7	6	7	8	9	10	11	12	8	9	10	11	12	13	14	13	14	15	16	17	18	19	15	16	17	18	19	20	21	20	21	22	23	24	25	26	22	23	24	25	26	27	28	27	28	29	30	31	1	2	29	30	1	2	3	4	5								Payments	Balance
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**TIP:** Once you open a document, you can click **Print** to print it or **Download PDF** to download it to your computer.

✕ **Statement for Insurance Reimbursement #0730** Download Print  
Emily Okada

From **Laughter Therapy**  
11801 Mississippi Ave  
90025, CA 90025

**Statement for Insurance Reimbursement**

To **Emily Okada**

## MAKING PAYMENTS

It's easy to pay your bills in the Client Portal and stay on top of your payment history. Your **current balance** displays at the top of the page. You can either pay this entire balance, or pay a specific invoice.

1. To pay your entire balance, click **Pay Now** next to the balance amount.

**Laughter Therapy** Sign Out

[Appointments](#) [Documents](#) [Billing & Payments](#) [Request Appointment](#)

### Billing & Payments

Total Balance \$210 Pay Now ←

Invoices (4)

Date	Details	Charges	Payments	Balance
Oct 01, 2019	<a href="#">Invoice #3836</a>	\$300	--	\$300
<a href="#">View All</a>			Total Balance	\$300
			Payments ⓘ	\$90

2. To pay a specific invoice, open the invoice and click **Pay Now** at the top.

The screenshot shows an invoice interface. At the top left is a close button (X) and the title "Invoice #3836" with the name "Emily Okada" below it. To the right are three buttons: "Download", "Print", and "Pay Now". A red arrow points to the "Pay Now" button. Below the header, the "From" section lists "Laughter Therapy" with the address "11801 Mississippi Ave, 90025, CA 90025". A blue square placeholder is to the right. The word "Invoice" is centered. The "To" section lists "Emily Okada" with the address "510 Arizona Ave, Santa Monica, CA 90401". To the right, invoice details are shown: "Invoice #3836" and "Issue Date 10/01/2019". At the bottom, the "Client" is "Emily Okada" and the "Provider" is "Will Morales" with "Tax ID: 123-45-678" and "NPI: #123234444".

No matter which pay button you choose, the next steps are the same:

1. Enter the cardholder's name, card info, and billing zip code.
2. If you'd like to store this card to use in the future, check the **Save Card** box.
3. The amount on the **Pay** button will reflect the payment that you're making. Make sure it's the correct amount, then click **Pay \$(amount)**.
4. You'll see that the status next to that invoice date in your **Account History** section has changed to **Paid**.

If you stored the card, you'll be able to select this card for future payments.

The screenshot shows a "Billing & Payments" modal window. The title is "Make a payment" with a close button (X) in the top right. The form has the following fields: "Cardholder's name" (filled with "Emily Okada"), "Card number" (filled with "Card Number"), "Expiration" (filled with "MM / YY"), "Security code" (filled with "CVC"), and "Billing zipcode" (empty). There is a "Save Card" checkbox which is checked. At the bottom right, there are two buttons: "Cancel" and "Pay \$360".



**Congratulations!**

You're now ready to start managing billing in your Client Portal.