## GETTING STARTED GUIDE How to Pay Your Bills

with **Simple**practice

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).

		Billing & Payr	nents		
		Total Balance <b>\$210</b>	Pay Now		
Invoices (4)					
Date	Details		Charges	Payments	Balance
Oct 01, 2019	Invoice #3836		\$300		\$300
View All				Total Balance	\$300
				Payments ⑦	\$90
Statements	; (1)				^
Date	Details				
Sep 27, 2019	Statement #0639				
Insurance F	Reimbursement Staten	nents (1)			~

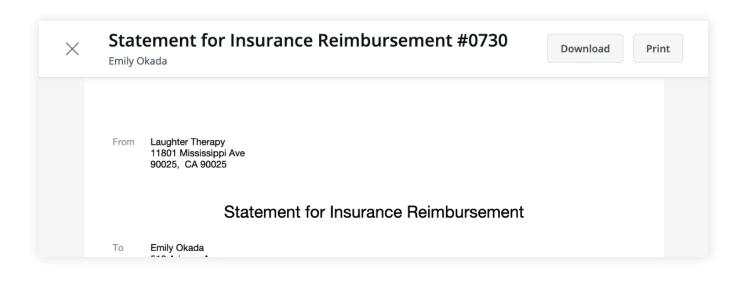
3. At the very bottom there's a section for **Account History** that shows your most recent sessions and payments.

Account His	tory			^
Date Range:	All Time 🛗			
Date	Туре	Charges	Payments	Balance
Oct 01, 2019	Invoice #3836	\$300		\$210
Oct 01, 2019	Invoice #3835 PAID	CR \$90		CR \$90
Oct 01, 2019	Invoice #3834 PAID	\$30		\$0
Oct 01, 2019	Cash payment		(\$30)	CR \$30
Sep 27, 2019	Invoice #3832 PAID	\$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.

				•												
09/02/2019 - 10/	01/2019	•	K													
All Time	«		S	Septer	nber					0	ctobe	r		<b>»</b>	Payments	Balanc
Last 30 days	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		\$21
This Month	1	2	3	4	5	6	7	29	30	1	2	3	4	5		421
Last Month	8	9	10	11	12	13	14	6	7	8	9	10	11	12		CR \$9
This Year	15	16	17	18	19	20	21	13	14	15	16	17	18	19		\$
Last Year	22	23	24	25	26	27	28	20	21	22	23	24	25	26	(\$30)	CR \$3
	29	30	1	2	3	4	5	27	28	29	30	31	1	2		\$

**TIP:** Once you open a document, you can click **Print** to print it or **Download PDF** to download it to your computer.



## **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 Th	erapy				Sign Out
Appointments	Documents	Billing & Payments		🗇 Reque	st Appointment
		Billing & Payme	ents		
		Total Balance <b>\$210</b>	ay Now		
Invoices (4)					
Date	Details		Charges	Payments	Balance
Oct 01, 2019	Invoice #383	6	\$300		\$300
View All				Total Balance	\$300
				Payments ⑦	\$90

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

X	Invoice #3836 Emily Okada	Download	Print	Pay Now
From	Laughter Therapy 11801 Mississippi Ave 90025, CA 90025			
	Inv	oice		
То	Emily Okada 510 Arizona Ave Santa Monica, CA 90401	Invoice Issue Date	#3836 10/01/2019	
Client	Emily Okada	Provider	Will Morales Tax ID: 123-45-67	-

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)**.
- 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.

Make a pa	iyment		×
Cardholder's nam	e	Card number	
Emily Okada		Card Number	
Expiration	Security code	Billing zipcode	
MM / YY	CVC		
✔ Save Card			
		Cancel	ay \$360



**Congratulations!** 

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