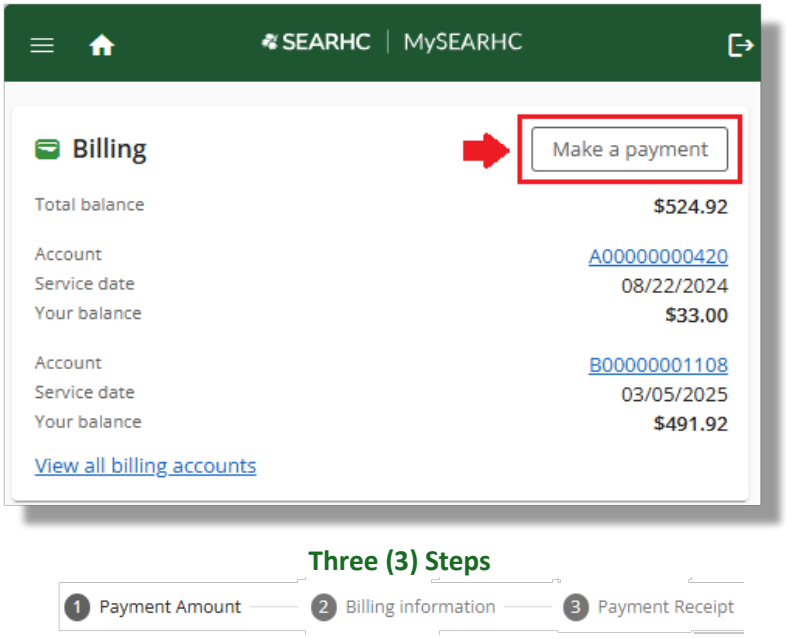
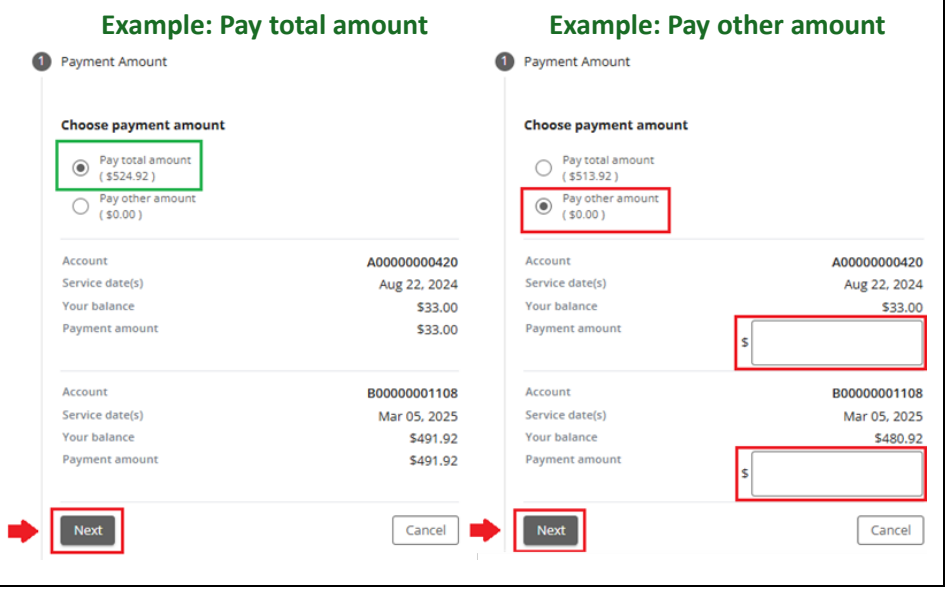
MySEARHC Quick Reference Guide

Making a Payment from the Dashboard

Securely submit online payments from the Dashboard or billing page.

1	**Dashboard: Billing** • Select **Make a payment** NOTE: There are three steps to making a payment.	
2	**Payment Amount** • Select **Next** to pay total amount due NOTE: Select **Pay other amount** to make a payment for only one account or to enter another amount to pay.	

3

Order Summary

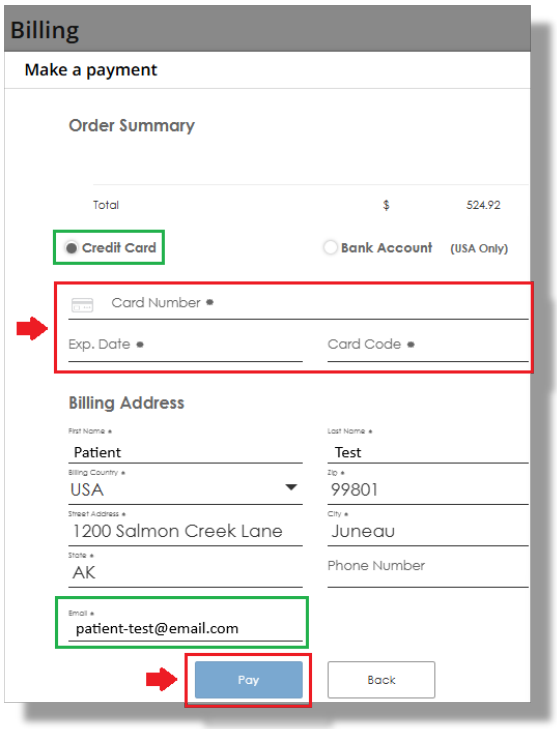
Add billing information

- Enter **Credit Card** information:
  - **Number**
  - **Exp. Date**
  - **Card Code** (CVV)
- Select **Pay**

NOTE: Select Bank Account (USA Only) option to pay by bank account.

NOTE: The payment receipt will be emailed to the address listed in the billing address section.

Make a payment | Order Summary



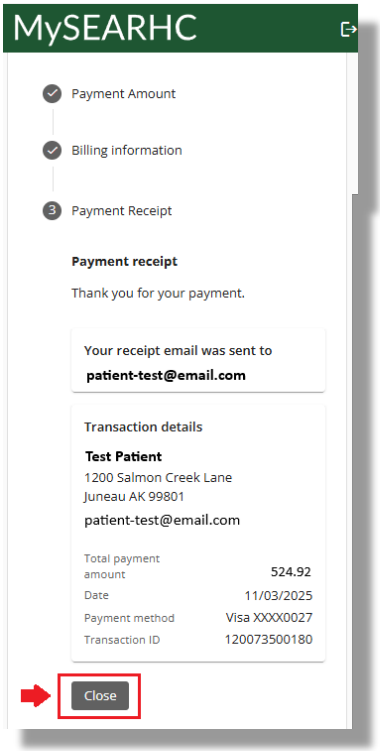
4

Payment Receipt

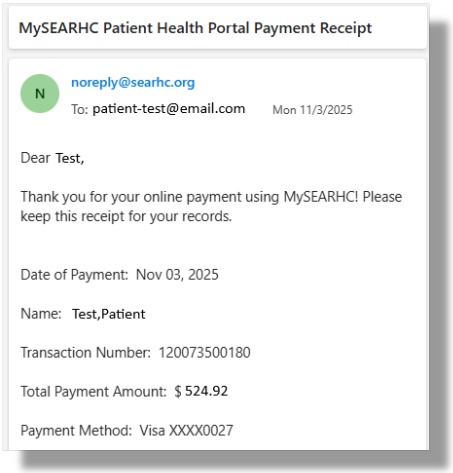
- Select **Close** and be returned to the Dashboard page

NOTE: A copy of the payment receipt will be emailed to the address listed in the billing address section

Step 3: Payment Receipt



Example: Emailed Receipt



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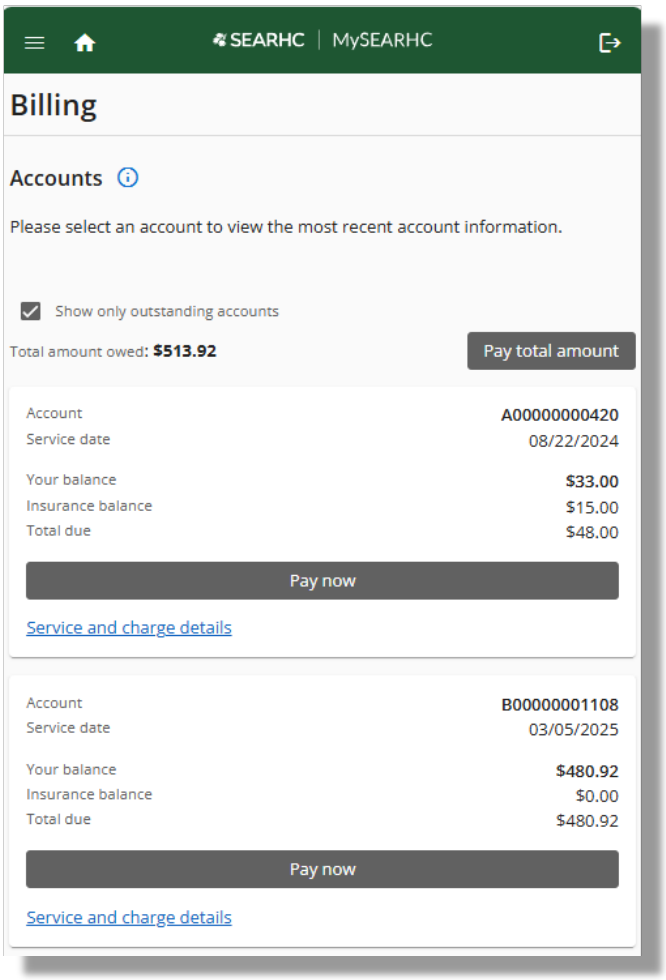
Overview: Billing page

The billing page lists accounts with an outstanding balance.

- Deselect the **Show only outstanding accounts** checkbox to view other accounts
- Select **Service and charge details** link under the account to view all billing transactions

NOTE: On this page, you can **Pay total amount** due for all accounts with an outstanding balance *OR* **Pay now** on the account listed.



Looking for further help?

Contact the Patient Support Center at 907.463.0400