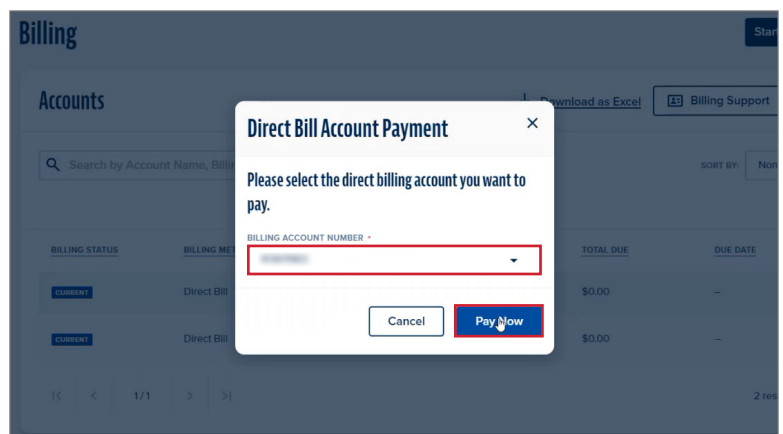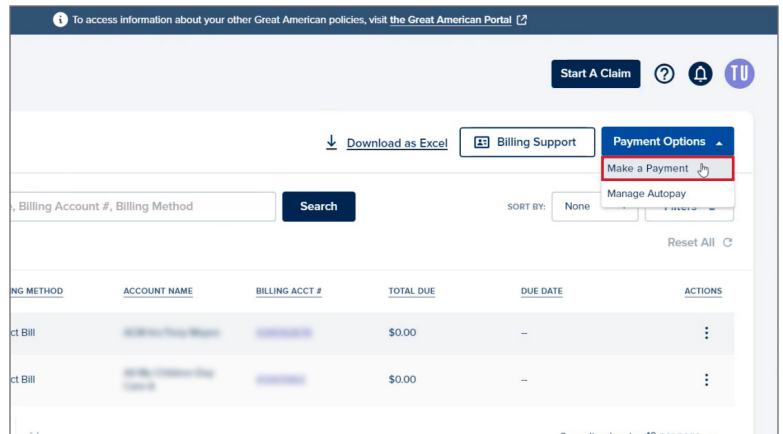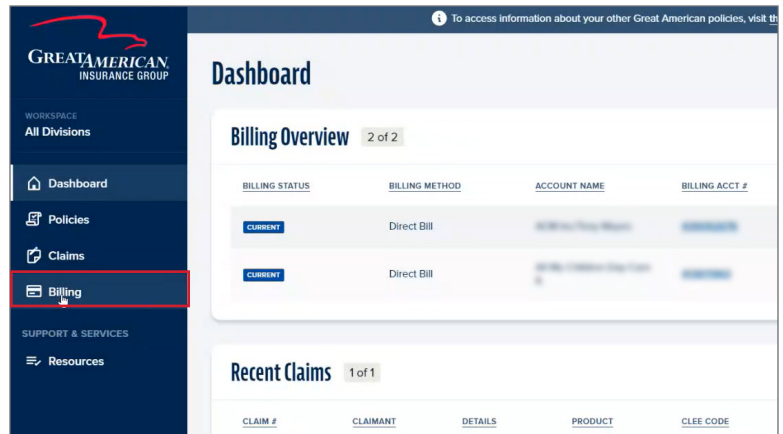# How to Make a Payment

Insured Portal

Making a payment is easier than ever. Users can choose to make a payment from the Billing Summary page or from the Billing Details page of a specific account. Follow the steps below to complete a payment or set up autopay.

Make a Payment

1. From the Dashboard, click **Billing** in the left-hand navigation menu.

2. On the Billing summary page, click **Payment Options** and select **Make a Payment** from the drop-down menu.

3. In the Direct Bill Account Payment modal, select a **Billing Account Number** using the drop-down menu.

4. Then click **Pay Now**.

How to Make a Payment (Continued)

Insured Portal

5. In the payment window, you can change the payment amount by clicking **Edit**.

6. For payment method, select an existing account or click **Add New Payment Method**.

7. If you want to make your payment on a specific date, click the calendar icon and select a date.

8. When finished, click **Review**.

9. In the confirmation window, review your payment amount, payment date, and payment method.

10. Click **Schedule** to submit your payment.

Make a Payment from Billing Details

You can also make a payment from the Billing Details page of a specific billing account. Simply click **Make a Payment** in the Billing Summary section of the Billing Summary tab.

NOTE: In the Direct Bill Account Payment modal, the Billing Account Number will be preselected.