

How to Make a Payment

1. Under the Account Summary tab, then click Account Summary, you will be able to view your current and outstanding invoices as well as schedule a payment.

The screenshot shows a web interface with a navigation bar at the top. The 'Account Summary' tab is selected and highlighted in yellow, with a blue arrow pointing to it from the left. Below the navigation bar, there is a sub-menu with 'Account Summary', 'My Profile', and 'Cancel Online Bill Pay'. A blue arrow points to the 'Account Summary' link in this sub-menu. Below the sub-menu, a text block states: 'Details of the current balance on the account and any current outstanding invoices are shown below. To pay one or more invoices select the Schedule payment option shown below.'

Below this text, there is a section titled 'Current Card Balance For Gary Doe AD900001344'. Inside this section, there is a box displaying 'Current Balance \$ 615.04' and a button labeled 'Schedule payment' with a blue arrow pointing to it from the right.

Below the balance section, there is another section titled 'Current and Outstanding Invoices Gary Doe AD900001344'. This section contains a table with the following data:

Invoice Description & Code	Payment Amount	Due Date	Status
UNEC01 UNITED HEALTHCARE EPO SINGLE 04/01/17-04/30/17 [901344CM0417]	\$601.80	04/30/2017	Open
TOTC01 TOTAL DENTAL SINGLE 04/01/17- 04/30/17 [901344CD0417]	\$9.17	04/30/2017	Open
AVCO01 AVESIS VISION SINGLE 04/01/17- 04/30/17 [901344CV0417]	\$4.07	04/30/2017	Open

2. When you click on "Schedule a Payment", the following will appear on the screen. On the left-hand side with the boxes, you may select to pay for all the invoices by clicking on the first box or indicate the specific invoice you wish to pay for by selecting the box next to the invoice.
3. The payment amount on the column furthest to the right will be populated automatically with the full payment amount of the invoice and cannot be changed.
4. You may then select the exact funding source type you wish to use and the funding account number. The payment date must be entered as today's date, otherwise you will receive an error at the next step.
5. Hit Continue.

Account Summary **Payments**

Schedule Payment View Payment Activity Manage Funding Sources

Please note: A three dollar (\$3) convenience fee will apply to each transaction processed. Online Bill Pay will NOT process payments and the related fee without your authorization. Today's date MUST be used for the Payment Date.

Enter Information

Select Payment Type* : Invoice Payment

<input type="checkbox"/>	Invoice Description & Code	Invoice Amount	Paid Amount	Payment Amount
<input checked="" type="checkbox"/>	UNEC01 UNITED HEALTHCARE EPO SINGLE 04/01/17-04/30/17 [901344CM0417]	\$601.80	\$1,203.60	\$ 601.80
<input type="checkbox"/>	TOTC01 TOTAL DENTAL SINGLE 04/01/17-04/30/17 [901344CD0417]	\$9.17	\$0.00	\$
<input type="checkbox"/>	AVCO01 AVESIS VISION SINGLE 04/01/17-04/30/17 [901344CV0417]	\$4.07	\$0.00	\$

Amount* : \$ 601.80

Funding Account Number* : Gary Doe Card A/C-xxxxxxxxxx

Card CVV No* : Please enter the CVV number from the back of your card.

Payment Date* : 05/23/2017

Cancel Continue

6. Review the information to ensure that it is accurate and select "Confirm".

Account Summary **Payments**

Schedule Payment View Payment Activity Manage Funding Sources

By clicking Confirm, you authorize us to initiate a debit from the "Payment from Account" to the "Payment to Account", as detailed below. The payment to your account will be made on the Payment Date detailed below and the debit from your account will occur within two business days of that date but not earlier. You also authorize your bank (and its successors or assigns), to process this debit to your account.

Payment Details

Payment Type : Invoice Payment

Payment Date : 05/23/2017

Payment for Account : xxxxxx1344

Payment from Account : Visa Card - xxxxxxxxxxxx9990

Payment Amount : \$601.80

Fee Amount : \$3.00

Cancel Edit **Confirm**

7. Congratulations, you have now made an electronic payment. You may elect to check your payment status or make another payment.

Payment Details

Confirmation Number : 14S5QV14W2
Payment Type : Invoice Payment
Payment Date : 05/02/2017
Payment for Account : xxxxxxx1344
Payment from Account : Visa Card - xxxxxxxxxxxx9990
Payment Amount : \$601.80
Total Amount : \$604.80

Invoices Paid with this Payment

Invoice Description & Code	Payment Amount
UNEC01 UNITED HEALTHCARE EPO SINGLE 04/01/17-04/30/17 [901344CM0417]	\$601.80

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[Make Another Payment](#)

[Check Payment Status](#)