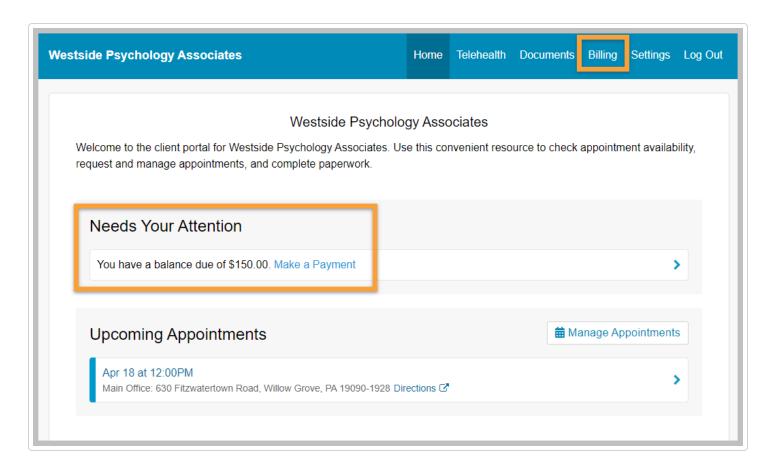
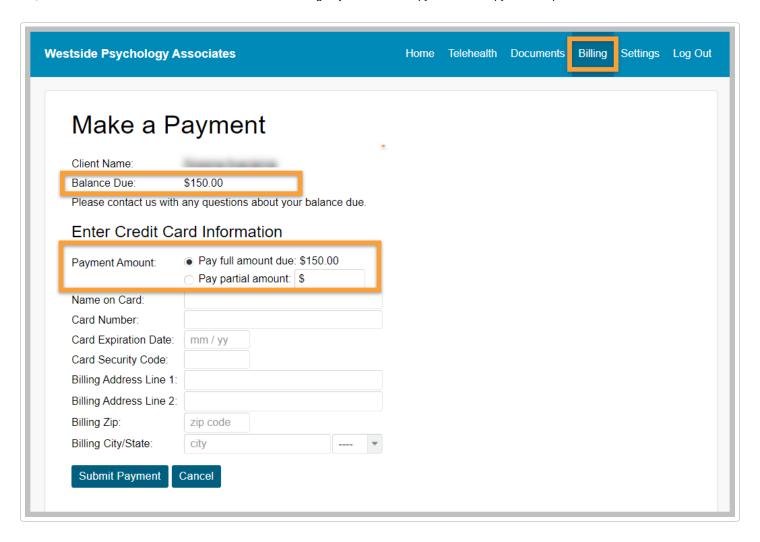
Making Payments on TherapyPortal

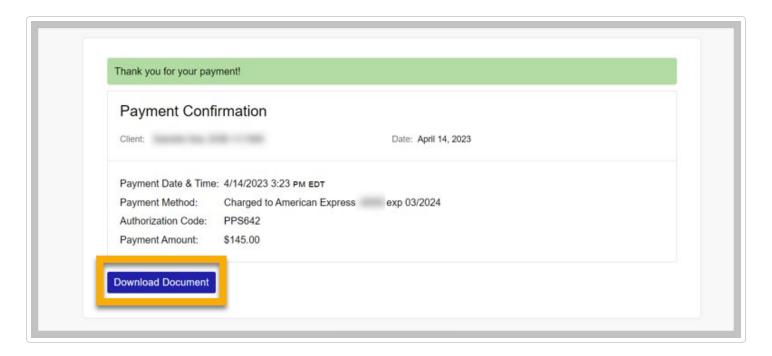
When logging into your TherapyPortal account with your practice, you will see a Billing tab in the upper right of the top navigation. Your balance due, along with a Make a Payment link, will appear in the Needs Your Attention box on the home page.



On the Billing tab, you can choose to either pay the full amount due or make a partial payment by credit or debit card. As the client, you will be able to make payments on the portal for your full balance (as low as \$3.00), or partial payments as low as \$10.00 toward any balance of more than \$20.00. You will be prompted to enter your credit/debit card information for a one-time payment. Once you have entered your payment information, you may click the **Submit Payment** button to complete the transaction.



Once the payment has been submitted, you will see a confirmation page with the option to download a copy of your payment receipt, if you wish.



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