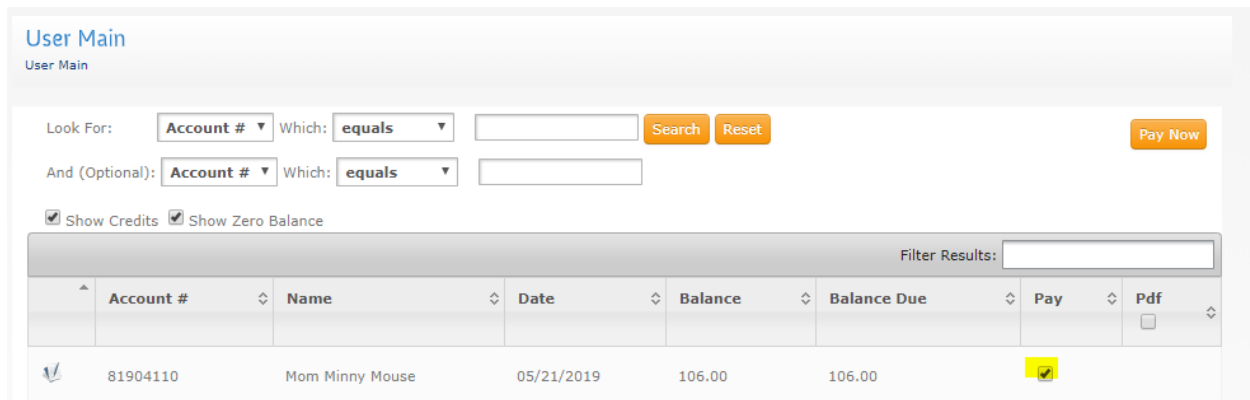# How to make a regular payment with The Pioneer Medical Group online bill payment system

Sign in using the user name and password selected at registration. Please note user name and passwords are case sensitive.

Once successfully logged in, you will be redirected to the 'User Main' page with any/all open invoices:

Select the invoice you would like to pay by checking the box in the 'Pay' column. After you have selected the appropriate invoice, click the 'Pay Now' button in the upper right-hand corner of the screen.

You will be redirected to the 'Payment Amount' page where you will be able to input the billing information. Mandatory fields are marked with an asterisk; payments will not be processed until these fields are completed.

The right-hand side of the screen indicates requested billing information. All fields marked with an asterisk are required.

The left-hand side of the screen provides the account and invoice information as well as the opportunity to customize the amount you would like to pay and leave any comment that you may desire to include with the payment. For the purpose of this tutorial – we will only make a partial payment

Please ensure the information matches the account and invoice you would like to pay and that the 'Payment Amount' reflects your desired payment. If you do not wish to pay the entire invoice at this time, you may uncheck the 'Pay All' box and input a specific amount. To leave a comment, use the drop-down arrow in the 'Comment' section in order to input notes. Please note, the comment box is for payments only and should not contain any personal health information (PHI).Once the information has been completed and reviewed, click the 'Next' button in the upper right-hand corner of the screen. You will be redirected to the 'Summary Review' page.

The 'Summary Review' page provides the opportunity to verify all billing and payment information. Please review and confirm all information before proceeding.

This page provides three options for payment:

1. Payment Date. You may choose to pay now or schedule a future payment.
2. Payment Method. For our online bill pay site, we currently accept Visa, MasterCard, American Express, Discover and ACH (electronic checks).
3. Payment Confirmation. If you would like payment information to be saved for future use, please check the box to 'Save Payment Information'. Please note at no time does Pioneer Medical Group have access to your credit card information.

Once the Credit Card field is selected, a secure transaction vehicle linked directly to the bank with appearing in a pop-up box. Please note: credit card information presented for payment will NEVER be shared and is only accessible by our financial processing center.
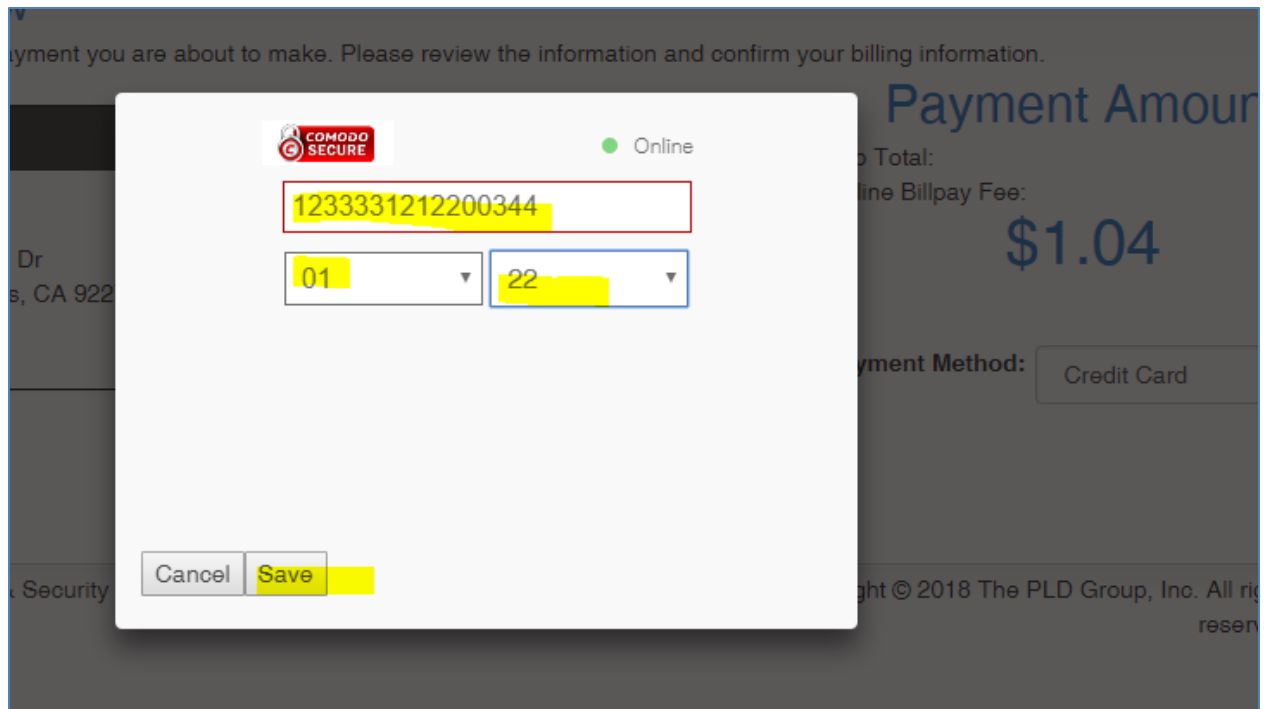
Enter the credit card information as seen using the sample display above. Please note: this is not real credit card information and is being used solely for display purposes.

Select the expiration date from the drop-down menus and select 'Save' at the bottom of the pop-up box.

Once saved, the pop-up page will close, and you will be redirected back to the 'Summary Review' page. At this point, the last four numbers from your card will be displayed in the 'Payment Details' section, and you will be able to confirm the payment.
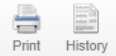
If all information is correct, check the box for 'I Confirm this Payment' and click 'Pay Now'.

Once the transaction is approved by the bank, you will be redirected to access your receipt.

Print   History

Thank you for your payment.

Payment Date:	5/31/2019 10:16 AM	**Total:**	$1.09	**Bill To:**	Mom Minny Mouse
Transaction ID:	10451071	**Type:**	Standard Payment	**Address:**	PO Box 12345
Approval Number:	10451071	**Method:**	Visa (Ending with 8472)		My Town, FL 12345
Reference No:	6-615292D1-2199-4890-96A7-C316983850EC			**Email:**	minnymouse@mysite.com
Status:	Approved				
Message	Approved 835051				

Account	Invoice	Description	Due	Paid
81904110		Mom Minny Mouse	105.73	$1.06
			$105.73	$1.06

	Sub-Total	$1.06
	CC Fees	$0.03
	Credits Applied	($0.00)
	Total Paid	**$1.09**

Return to Documents

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This page is your receipt. It includes your approval number and your reference number should you need to verify this payment at any point.

Print this page by selecting the 'Print' icon in the upper right-hand corner. For future payments through this portal, you will also be able to select the 'History' icon to review previous payments.

After printing your receipt:

1. If you have completed all payments, log out under your name in the upper right-hand side of the screen (not shown)
2. f you wish to make additional payments, select the 'return to Documents' button in the lower left-hand corner to return to the 'User Main' page

Have questions or need additional assistance? Please call our billing department at (844) 705.3309