

This tutorial was developed to help you, our valued patient register for our online bill payment program.

Select 'register' at the top of the screen

The screenshot shows the top navigation bar with links for Home, Guest Payments, Register (highlighted in yellow), and Contact Us. Below the navigation is a 'Secure Login' section with input fields for Username and Password, and a Login button. To the right is a large banner for 'Online Bill-Pay for Pioneer MEDICAL GROUP' with the tagline 'HEALING WITH COMPASSION'. At the bottom left, there are logos for VISA, DISCOVER, MasterCard, and AMERICAN EXPRESS, along with a 'Click Here For One Time Payments' link.

It might be a good idea to have a recent statement/invoice available: Due to banking compliance, your information needs to be 'exact' for the system to be able to match your information.

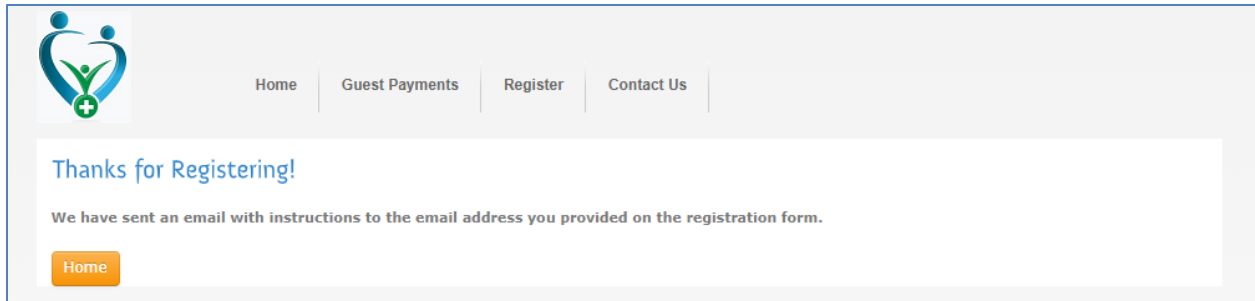
The form is titled 'New User Registration Details' and includes a privacy notice: 'Your privacy is important to us. We will not rent or sell your personal information.' Below this is a message: 'Please wait for us to process your request after clicking the save button.' The form contains the following fields:

- FULL NAME:  (as it appears on your statement)
- ACCOUNT NUMBER:  (as it appears on your statement)
- EMAIL ADDRESS:  (required)
- USER NAME:  (required) Maximum 300 characters
- DISPLAY NAME:  (required) Maximum 20 characters

At the bottom of the form are two buttons: 'Save' (orange) and 'Cancel' (black). A security icon and the text 'ENCRYPTED 128-bit SSL' are located at the bottom left of the form area.

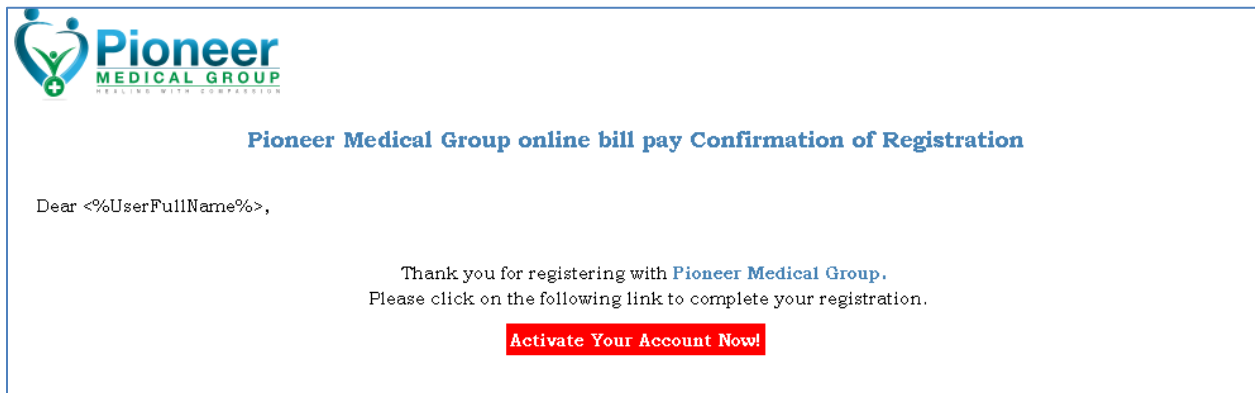
- Full Name: is often the name of the guarantor as listed on your statement (it might be best to copy and paste)
- Account Number: the account number listed on your statement/invoice
- Email address could be any email that you would like to use for this site
- User Name: is the login information you wish to use in order to log in
- Display Name: is usually your full name or how you wish to be addressed from the system

Select 'save' ... if everything matches our system you will receive this following screen:




You should receive an email within a few minutes ... This will need to be activated with a couple of days or it will disappear.

Select the 'Activate Your Account Now' link ... a confirmation page will come up for your password



This page will ask you to confirm your email as well as to create/add a password:



## Confirm Registration Details

Your privacy is important to us. We will not rent or sell your personal information.

ACCOUNT #:

EMAIL ADDRESS:  required

RE-ENTER:  required


### Login Information

USER:

USER NAME:

PASSWORD:  required

PASSWORD RE-ENTER:  required

 **ENCRYPTED**  
128-bit SSL

The grey areas will be filled out already ... the following fields (highlighted in yellow) are to be filled out”

- Reenter your email address
- Create and assign a password – then confirm the password by typing it in again...

Don't forget to check the 'I agree' box and then select "Agree and Save" at the bottom of the screen ... The confirmation screen will go away where you will be back at the Secure Log in Page ...

Within a couple of minutes, you should receive a 'Confirmation' email that you are registered

Now you can enter your username and password identified in the registration process and log in to pay your bill.