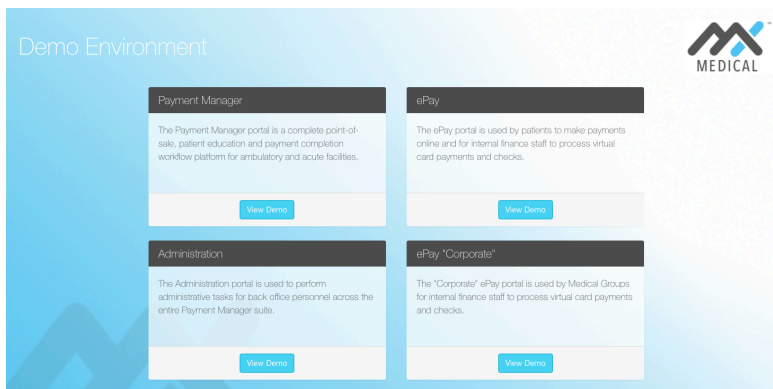# Demo Instructions for Online Bill Pay

These are instructions for demoing MX Medical Online Bill Pay for Unauthenticated Payments (Quick Payment) and Authenticated Payments (Portal Login). Please see the other document for instructions on the Payment Manager Portal.
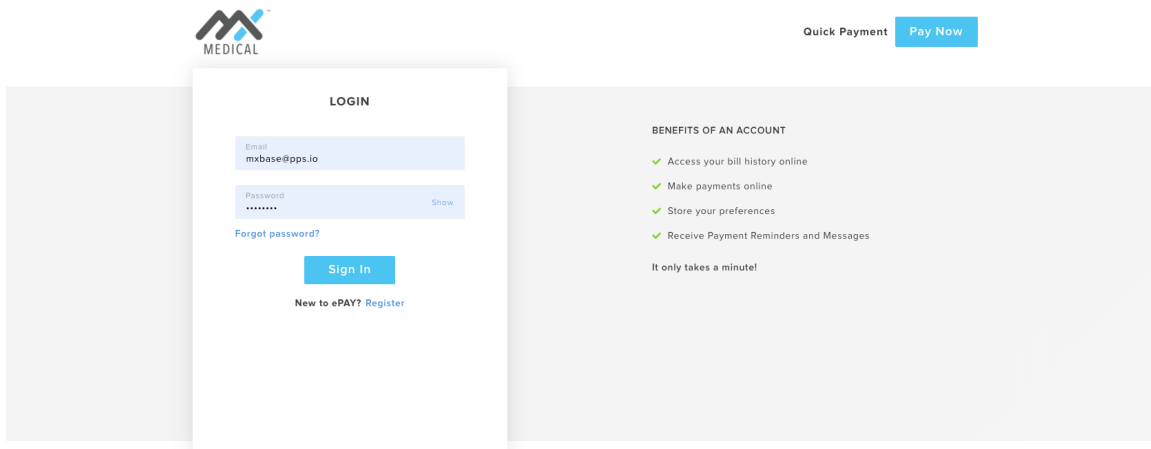
Master Demo environment
http://demo-mxmedical.payrighthealth.com/

MX Medical eLink: https://elink.io/p/97bbc84



# Online Bill Pay

## Online Bill Pay: Quick Payment

1. Click Pay Now box

# Demo Instructions for Online Bill Pay

2. You will need to enter two patient identifies (account number and date of Birth).
   a. The **Account Number** for Judi Cott is is 30013930
   b. The **Date of Birth** for Judi Cott is 07-04-1930



3. When you enter the Account Number & DOB a confirmation box will appear. Select Continue with Payment

# Demo Instructions for Online Bill Pay

4. Process a Payment

MEDICAL

PAYMENT                                                CONFIRMATION RECEIPT

🔒 Secured Payment Method

☑ CREDIT CARD    ○ eCHECK

Amount To Be Paid

Card Number

Card Holder Name

Zip Code

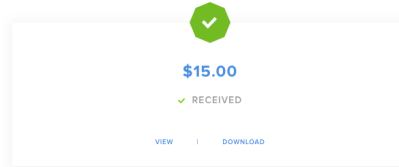Exp Date          Month    ▾    Year    ▾

Security Code        [    ]    ⓘ

ACCOUNT NUMBER
30013930

PATIENT DOB
07-04-1930

PATIENT NAME
Judi Cott

Visit Id / Reference Number

Email
judicott@mxbase.com

☐ By using this service to pay, I acknowledge that I have reviewed:
Terms & Conditions, Privacy Policy

Confirm Payment

📞 (800) 588-2300                    Copyright © 2010 - 2019 PayRight Health Solutions, LLC. All Rights Reserved.

   a. Discuss how you can process a payment either Credit Card of eCheck
   b. If you would like to show what processing a payment via credit card looks like:
        i. Enter amount to be paid
       ii. Enter Card Number: 4111111111111111
      iii. Card Holder Name: Judi Cott
       iv. Zip Code: Any 5 numbers will work
        v. Expiration Date: Any date will work
       vi. Security Code: Any 3 numbers will work

# Demo Instructions for Online Bill Pay

5. When payment is processed it will take you to this screen with a confirmation of the receipt.
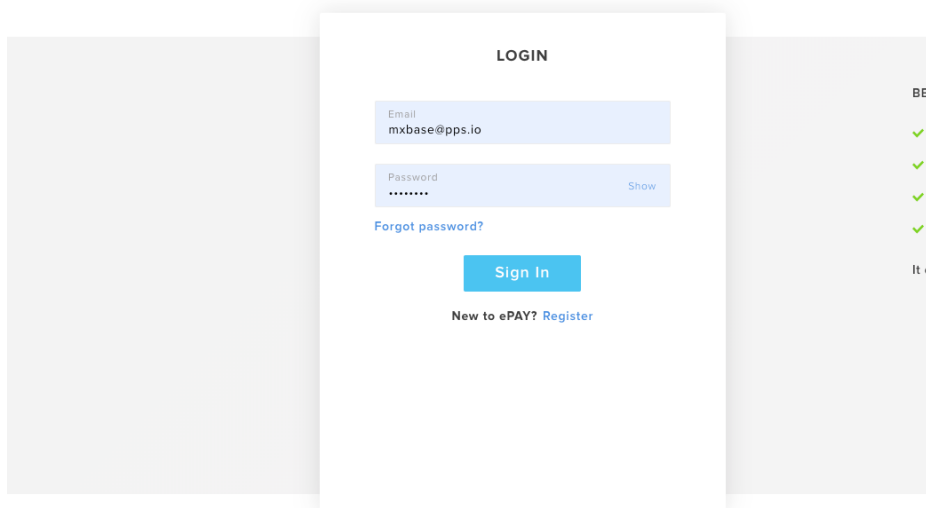


**NOTE**: These payments are processed by MX™ Merchant and show up in all reports that MX™ Merchant creates. That completes your demo for quick payment ePay

## Online Bill Pay: Authenticated

1. The patients will need to login with a username and password. You do not need to enter a login as it is preloaded

# Demo Instructions for Online Bill Pay

2. This is what the client portal will look like. This is still Judi Cott's profile. Important to note that each client will have a separate login portal.



3. Select the Invoices Tab. If you show the Payment Manager view first you will see a closed invoice for the payment that was paid in the office.

# Demo Instructions for Online Bill Pay

3b. If you click on the eye next to the balance it will show the details of the transaction.

# Demo Instructions for Online Bill Pay

4. The Wallet Tab. This feature allows the patient to keep a card on file. This can be used in two ways: 1. An easy way for patients to pay their bills online and not have to enter their card every time and 2. It will sync back to the Payment Manager Portal so there will be a card on file

# Demo Instructions for Online Bill Pay

If you have an issue running a demo, feel free to call at (888) 274-1359 ext. 2 or email sales@payright.com