



Open Door

CENTER *for* CHANGE

This tutorial demonstrates how to view your account balance and make a payment through the Patient Portal using a credit or debit card.

My Account Tab

The My Account tab shows your total balance and breaks it down by date. Click the green “Make Payment” button to begin.

PATIENT PORTAL FOR OPEN DOOR CENTER FOR CHANGE Welcome Patient Portal-Test

My Accounts

Payment History Statements **Make Payment**

My Accounts

Here is what you owe, broken down into categories based on the number of days past the appointment date:

0-30 Days	31-60 Days	61-90 Days	91-120 Days	120+ Days	Total
\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00

Open Balance Information

Here is what you and the insurance companies owe:
No Open Balance Found

Quick Search... Reset

Responsible Payor	Open Balance
Patient	\$275.00

(Continued below)

Follow steps 1-3 in the image below.

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Select Services to Pay

Step 1: Select Services | Step 2: Payment Method: | Step 3: Complete

Select	Pay Amount	Your Balance	Date	Clinician	Service
<input type="checkbox"/>	\$275.00	\$275.00	05/24/2022	Allen, Bruce	Diagnostic Assessmen...
<input checked="" type="checkbox"/>	275.00	\$0.00	05/24/2022	** General Account Payment **	** General Account Pa...

Total: \$275.00

Next

1. Select a specific service or choose 'General Account Payment' (bottom line) to apply to the overall balance or to make partial payment.

2. Enter amount to be paid.

3. Click 'Next'.

Enter your payment info and click 'Pay'. A receipt will be sent to the email address associated with your Patient Portal account.

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Select Services to Pay

Step 1: Select Services | Step 2: Payment Method: | Step 3: Complete

Date	Clinician	Service	Your Balance	Amount to Pay
05/24/2022	** General Account Paym...	** General Account Pa...	\$0.00	\$275.00

Credit Card Details

Card Type:

Card Number:

Card Holder Name:

CVV2:

Expiration:

Address:

Zip Code:

Email Address:

Payment Summary

Amt to Pay: \$275.00

Fee: \$0.00

Total:

Enter your card details and click 'Pay'.

Pay