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# **How to Pay Your Bills in the Portal**

# How to Pay Your Bills

with  simplepractice

Using the Client Portal, you can view your recent invoices, statements, superbills, and payments. You can also add a credit card and pay for your sessions.

## SECTIONS:

1. Viewing your billing history and documents
2. Making payments


## VIEWING YOUR BILLING HISTORY AND DOCUMENTS

1. After logging into the Client Portal, click **Billing & Payments** to see your billing page. This page provides you with an overview of your recent payment history and access to your billing documents.
2. You'll see three sections for **Invoices**, **Statements**, and **Insurance Reimbursement Statements** (superbills).

### Billing & Payments

Total Balance \$210 [Pay Now](#)

**Invoices (4)**

Date	Details	Charges	Payments	Balance
Oct 01, 2019	<a href="#">Invoice #3836</a>	\$300	--	\$300
<a href="#">View All</a>			Total Balance	\$300
			Payments 	\$90

**Statements (1)** [^](#)

Date	Details
Sep 27, 2019	<a href="#">Statement #0639</a>

**Insurance Reimbursement Statements (1)** [^](#)

3. At the very bottom there's a section for **Account History** that shows your most recent sessions and payments.

Account History <span style="float: right;">^</span>				
Date Range: All Time				
Date	Type	Charges	Payments	Balance
Oct 01, 2019	<a href="#">Invoice #3836</a>	\$300	--	\$210
Oct 01, 2019	<a href="#">Invoice #3835</a> <span style="background-color: #28a745; color: white; padding: 2px;">PAID</span>	CR \$90	--	CR \$90
Oct 01, 2019	<a href="#">Invoice #3834</a> <span style="background-color: #28a745; color: white; padding: 2px;">PAID</span>	\$30	--	\$0
Oct 01, 2019	Cash payment	--	(\$30)	CR \$30
Sep 27, 2019	<a href="#">Invoice #3832</a> <span style="background-color: #28a745; color: white; padding: 2px;">PAID</span>	\$150	--	\$0
Sep 27, 2019	Cash payment	--	(\$150)	CR \$150

4. Adjust the **date range** to display whichever sessions you'd like by clicking the calendar icon.

Account History <span style="float: right;">^</span>																																																																																										
09/02/2019 - 10/01/2019																																																																																										
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <span>All Time</span> <span>Last 30 days</span> <span>This Month</span> <span>Last Month</span> <span>This Year</span> <span>Last Year</span> </div> <div style="flex-grow: 1;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;&lt;</span> <span>September</span> <span>October</span> <span>&gt;&gt;</span> </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> <td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td> </tr> <tr> <td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td> </tr> </table> </div> </div>					Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	29	30	1	2	3	4	5	8	9	10	11	12	13	14	6	7	8	9	10	11	12	15	16	17	18	19	20	21	13	14	15	16	17	18	19	22	23	24	25	26	27	28	20	21	22	23	24	25	26	29	30	1	2	3	4	5	27	28	29	30	31	1	2	Payments	Balance
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**TIP:** Once you open a document, you can click **Print** to print it or **Download PDF** to download it to your computer.

× **Statement for Insurance Reimbursement #0730** Download Print  
Emily Okada

From **Laughter Therapy**  
11801 Mississippi Ave  
90025, CA 90025

**Statement for Insurance Reimbursement**

To **Emily Okada**

## MAKING PAYMENTS

It's easy to pay your bills in the Client Portal and stay on top of your payment history. Your **current balance** displays at the top of the page. You can either pay this entire balance, or pay a specific invoice.

1. To pay your entire balance, click **Pay Now** next to the balance amount.

**Laughter Therapy** Sign Out

[Appointments](#) [Documents](#) [Billing & Payments](#) [Request Appointment](#)

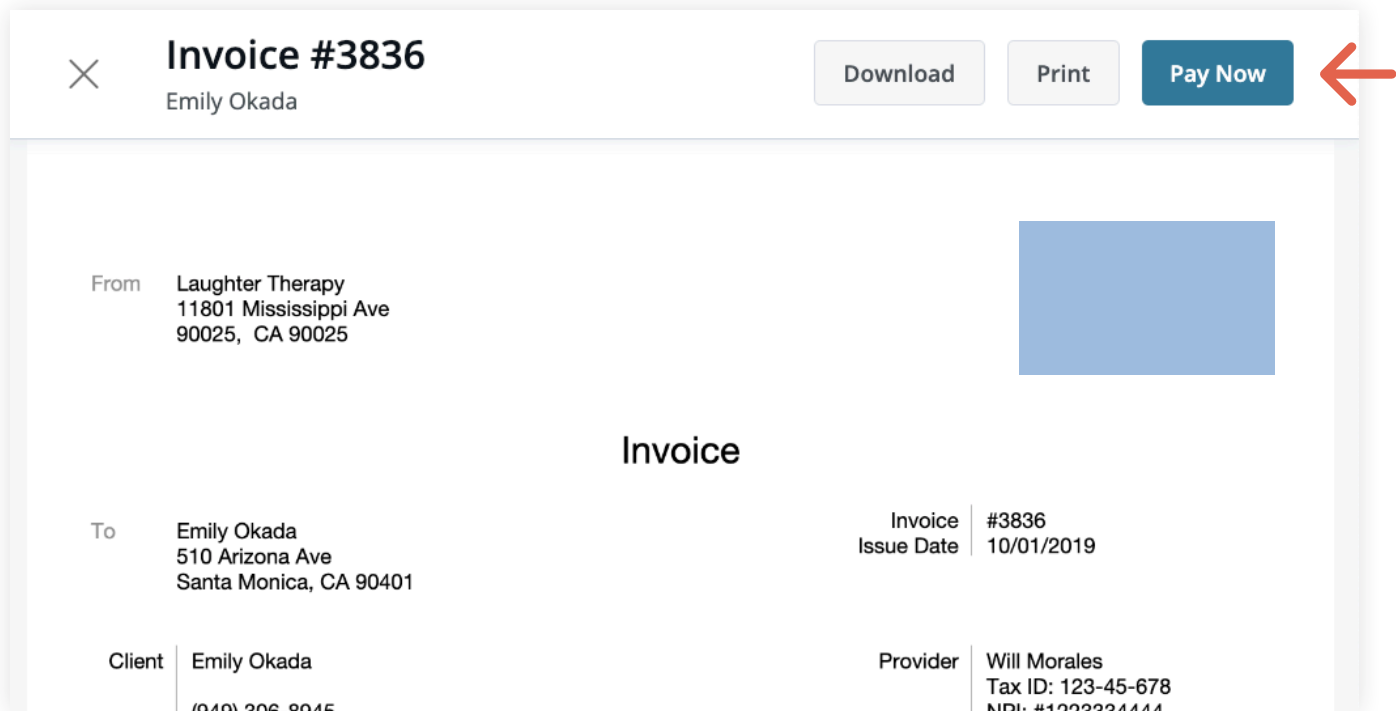
### Billing & Payments

Total Balance \$210 Pay Now ←

Invoices (4)

Date	Details	Charges	Payments	Balance
Oct 01, 2019	<a href="#">Invoice #3836</a>	\$300	--	\$300
<a href="#">View All</a>			Total Balance	\$300
			Payments ⓘ	\$90

2. To pay a specific invoice, open the invoice and click **Pay Now** at the top.



**Invoice #3836**  
Emily Okada

Download Print **Pay Now**

From **Laughter Therapy**  
11801 Mississippi Ave  
90025, CA 90025

To **Emily Okada**  
510 Arizona Ave  
Santa Monica, CA 90401

Client **Emily Okada**

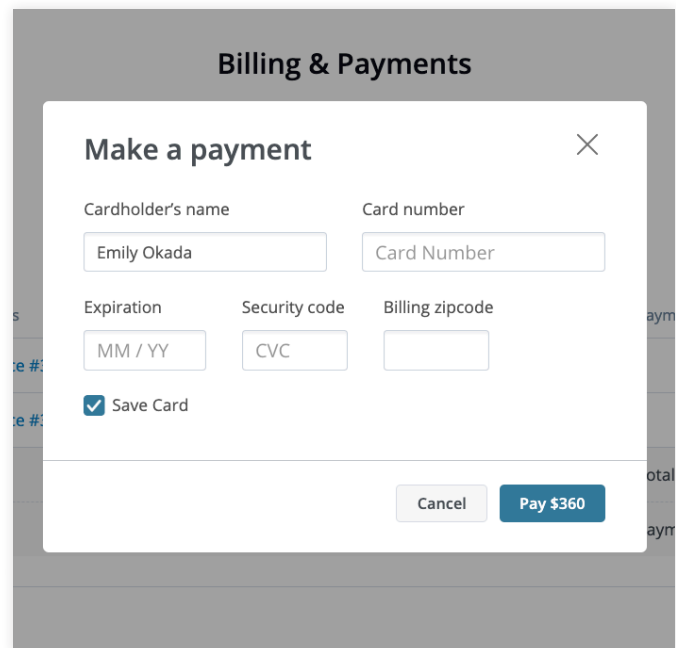
Invoice #3836  
Issue Date 10/01/2019

Provider **Will Morales**  
Tax ID: 123-45-678  
NPI: #1232324444

No matter which pay button you choose, the next steps are the same:

1. Enter the cardholder's name, card info, and billing zip code.
2. If you'd like to store this card to use in the future, check the **Save Card** box.
3. The amount on the **Pay** button will reflect the payment that you're making. Make sure it's the correct amount, then click **Pay \$(amount)**.
4. You'll see that the status next to that invoice date in your **Account History** section has changed to **Paid**.

If you stored the card, you'll be able to select this card for future payments.



**Billing & Payments**

**Make a payment**

Cardholder's name: Emily Okada

Card number: Card Number

Expiration: MM / YY

Security code: CVC

Billing zipcode: [ ]

Save Card

Cancel Pay \$360



**Congratulations!**

You're now ready to start managing billing in your Client Portal.