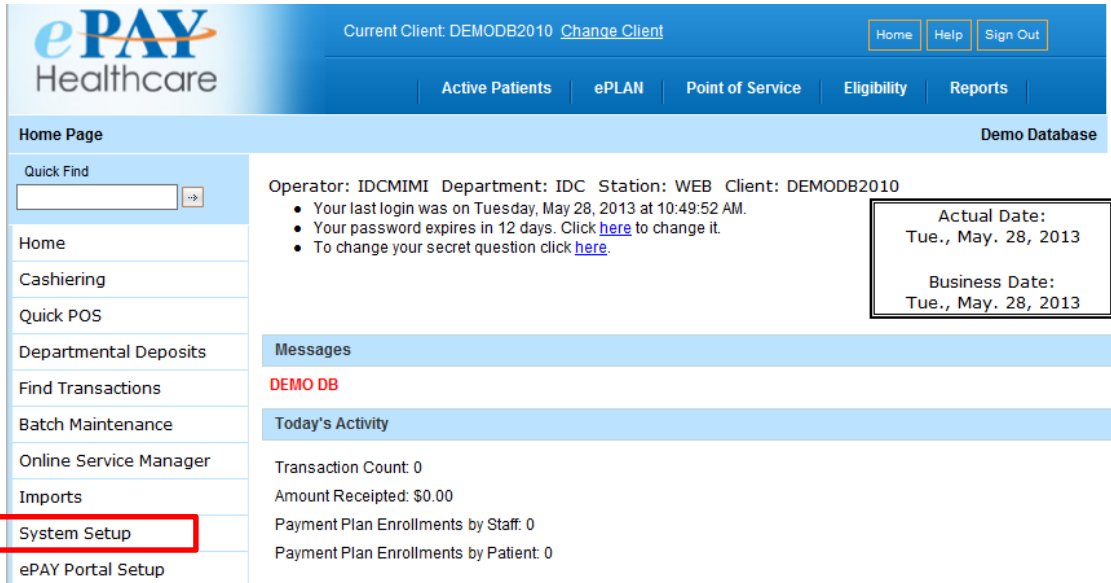
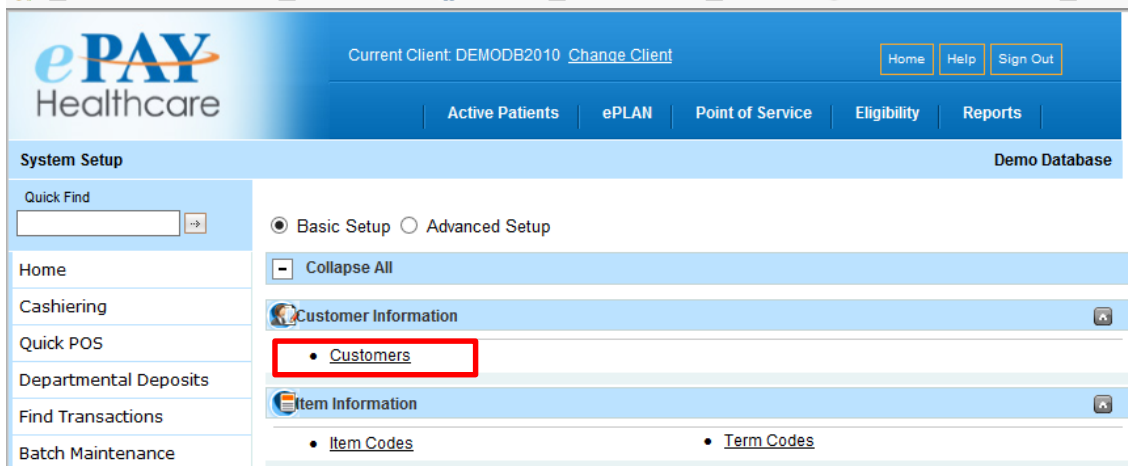


HOW TO ENTER A CUSTOMER INTO ePAY



The screenshot shows the ePAY Healthcare Home Page. The top navigation bar includes the ePAY Healthcare logo, the current client ID (DEMODB2010), and links for Home, Help, and Sign Out. Below this is a secondary navigation bar with links for Active Patients, ePLAN, Point of Service, Eligibility, and Reports. The main content area is titled "Home Page" and "Demo Database". On the left is a sidebar menu with options like Quick Find, Home, Cashiering, Quick POS, Departmental Deposits, Find Transactions, Batch Maintenance, Online Service Manager, Imports, System Setup (highlighted with a red box), and ePAY Portal Setup. The main content area displays user information for Operator: IDCMIMI, Department: IDC, Station: WEB, and Client: DEMODB2010. It also shows login details, a box with Actual Date and Business Date (both Tue., May. 28, 2013), a Messages section for DEMO DB, and Today's Activity section with Transaction Count: 0, Amount Received: \$0.00, and Payment Plan Enrollments by Staff and Patient: 0.



The screenshot shows the ePAY Healthcare System Setup page. The top navigation bar is identical to the Home Page. The main content area is titled "System Setup" and "Demo Database". On the left is the same sidebar menu as the Home Page. The main content area displays radio buttons for Basic Setup (selected) and Advanced Setup. Below this is a "Collapse All" button. The "Customer Information" section is expanded, showing a list of items with "Customers" highlighted by a red box. The "Item Information" section is also expanded, showing "Item Codes" and "Term Codes".

ePAY Healthcare

Current Client: DEMODB2010 [Change Client](#) [Home](#) [Help](#) [Sign Out](#)

Active Patients | ePLAN | Point of Service | Eligibility | Reports

Customers Demo Database

Quick Find

Home

Cashiering

Quick POS

Departmental Deposits

Find Transactions

Batch Maintenance

Online Service Manager

Imports

Select Patient by ...

Account Number:

Name:

Alternate ID:

ePAY Healthcare

Current Client: DEMODB2010 [Change Client](#) [Home](#) [Help](#) [Sign Out](#)

Active Patients | ePLAN | Point of Service | Eligibility | Reports

Customers Demo Database

Quick Find

Home

Cashiering

Quick POS

Departmental Deposits

Find Transactions

Batch Maintenance

Enter patient ID/Account Number, Last Name, and First Name

Customer ID

Last Name

First Name

If you want to change the password, enter the new password below.

Password

Customer Group

Creating Customer Summary

End-of-Day

eBILL

Checkout

City

State

Zip

Country

Phone No

E-Mail Address

Quick POS Customer

Do not allow to Save Payment Method

Make sure to SAVE your entry at the bottom of the page!

Identity Active?

Others View Others Modify Alert Cashier Show in EBPP Expiration Date

HOW TO SAVE A CARD ON FILE FOR CUSTOMER

The screenshot displays the ePAY Healthcare Point of Service interface. At the top, there is a navigation bar with the ePAY Healthcare logo, a 'Change Client' dropdown menu, and buttons for 'Home', 'Help', and 'Sign Out'. Below this is a secondary navigation bar with tabs for 'Active Patients', 'ePLAN', 'Point of Service' (highlighted with a red box), 'Eligibility', and 'Reports'. The main content area includes a 'Quick POS' button and a 'Search for a Patient' section. A yellow callout box on the left contains the text: 'Click on Point of Service and use the Search boxes to pull up the patient record. Then click the arrow button to see the detail.' The 'Search for a Patient' section has input fields for 'Last Name' (containing 'doe'), 'First Name', 'Date Of Birth (MMDDYYYY)', 'Account No', and 'Email', along with a 'Go' button. Below the search section is a 'Search Results' table with columns: Last Name, First Name, Date Of Birth (MMDDYYYY), Account No, Email, Balance, and Bill Number. A single record is shown for 'DOE, JANE' with a balance of 2419.00 and a bill number of 12345-0001-00. A red box highlights the arrow button next to the bill number. A sidebar on the left lists various system functions like 'Cashiering', 'Quick POS', 'Find Transactions', etc.

Click on Point of Service and use the Search boxes to pull up the patient record. Then click the arrow button to see the detail.

Change Client: Home Help Sign Out

Active Patients ePLAN **Point of Service** Eligibility Reports

Healthcare Facility - DEMODB2010

Quick POS

Search for a Patient

Last Name First Name Date Of Birth (MMDDYYYY) Account No Email Go

doe

Advanced Search

Search Results

Last Name	First Name	Date Of Birth (MMDDYYYY)	Account No	Email	Balance	Bill Number
DOE	JANE	03231982	12345		2419.00	12345-0001-00...

Total : 1 record(s)

Page 1

Patient Information

Patient ID **12345**
Patient Name **DOE, JANE**

Balance

Current Bill Balance	<u>\$ 2419.00</u>
Current Payment Plan Balance	\$0.00
Net Balance	\$ 2419.00

- Pay the full balance of **\$2,419.00**
- Enter the amount you wish to pay in the table below
- Save card on file (Make no payments now, save this payment method for future usage)

Select the third option to Save Card on File. Enter the payment information below and click "SAVE PAYMENT METHOD" at the bottom of the page.

Method of Payment


Select a Method of Payment

- Pay by Credit Card
- Pay by Check

Credit Card Information

Secure Entry ▼

Capture Credit Card

Card Number *  5454545454545454

Expiration Date * 08 ▼ 2017 ▼

Card Holder Name * Jane Doe

Country * United States ▼

Zip Code * 12345

The Payment Method will be saved as DOE_5454 ?

Save Payment Method

[Back](#)