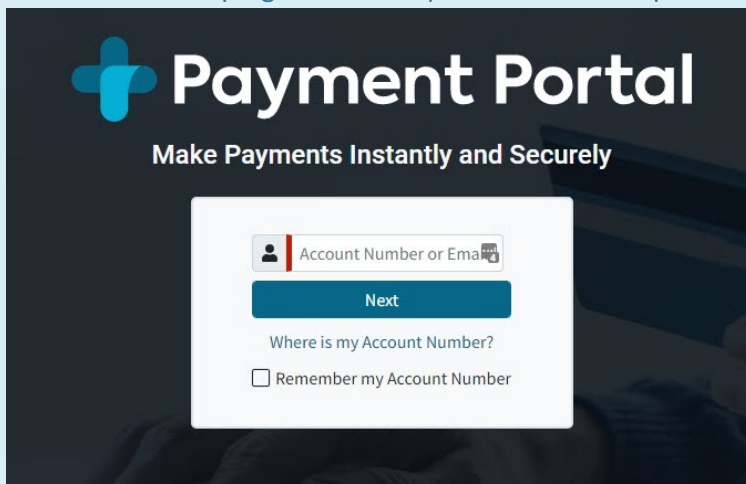


# Access and make payments using the Payment Portal (Patients)

† Modified on 08/03/2026 12:58 pm EDT

1. Visit <https://www.paystatementonline.com>
2. Log in with your CollaborateMD Patient Account Number or email.

 If you have not registered, begin the registration process using the **Patient Account Number** found in the top right corner of your statement or provided in the Payment portal invite email.



3. Click **Next**.
  1. Select to either login to see your balance and history or make a quick payment.:

## 1. Quick Payment

 Patients can make payments online without needing to create an account or log in. Patients will only see an outstanding balance. To see a full balance breakdown, along with visit and payment history, please sign in.

1. Enter your **Last Name** and **Date of Birth**.
2. Click **Quick Pay**.
3. Select the **Total Balance** or enter in any **Other Amount**.
4. Enter your card information.

5. Click **Pay Now**.

## 2. **Sign In**

⚠ Signing in gives you access to your full visit and payment history. Patients can also control their preferences such as saved card information, Communication Settings, and Login In/Security Settings

1. Log in with your **password**

2. The first column shows your **Amount Owed**, your **Pay Now** and **Payment Plan** options.

The screenshot shows the 'Payment Port' interface for 'CMD TEST PRACTICE'. The left sidebar contains navigation links: My Statement, Visit History, Payment History, Preferences, and Sign Out. The main content area displays the 'Amount You Owe' as \$1,117.70, with a 'Due Date Today'. Below this, there are two options: 'Pay Now' and 'Choose Payment Plan'. A callout points to the 'Amount You Owe' stating: 'This reflects the amount owed by the patient.' Another callout points to the 'Pay Now' button: 'Select "Pay Now" to make a payment towards what you owe.' A third callout points to the 'Choose Payment Plan' button: 'Select this option to set up a payment plan towards what you owe.' The right sidebar includes an 'Important Message' section and a 'Contact Us' section with a phone number and email address. At the bottom, there is a 'Summary' table showing 'Total Charges' of \$596.01, 'Insurance Estimate' of \$432.01, 'Your Expected Cost' of \$99.00, and 'Copay Due' of \$65.00.

✍ For an overview of our electronic statements, visit our [Electronic Statement Overview Help Article](#).

1. Click **Pay Now**.

2. Select the **Total Balance** or enter in any **Other Amount** and click **Enter Payment**.

The 'Pay Now' modal form has three radio button options: 'Total Balance: \$601.00' (selected), 'Installments Due Now: \$79.00', and 'Other Amount:'. The 'Other Amount' option has a text input field labeled 'Payment Amount'. At the bottom, there are two buttons: 'Enter Payment' and 'Cancel'.

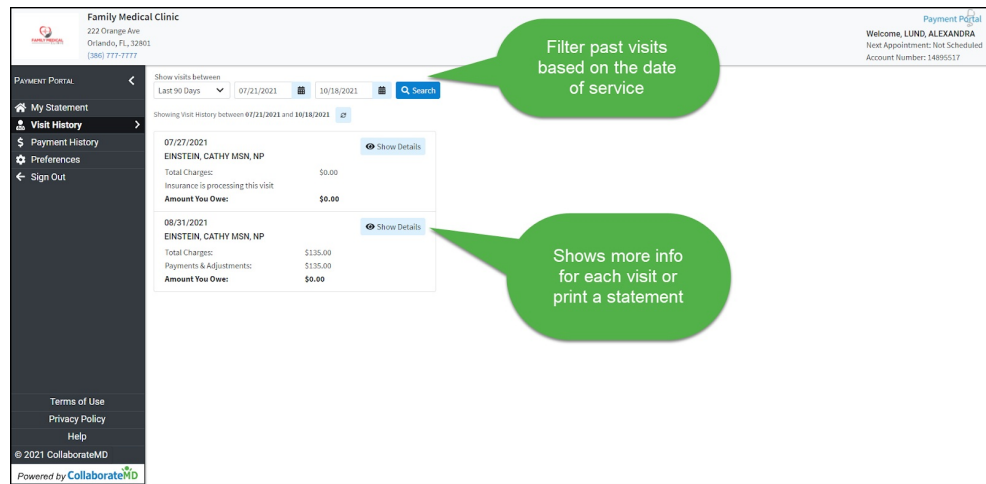
### 3. Enter your card information.

 If you want to save the card information for future payments check the “Save my payment information for next time” checkbox.

### 4. Click **Submit Payment**.

## 3. Visit History

1. Patients can view their visit history electronically and print online statements for each visit.



**Family Medical Clinic**  
222 Orange Ave  
Orlando, FL, 32801  
(407) 777-7777

Payment Portal

My Statement  
Visit History  
Payment History  
Preferences  
Sign Out

Terms of Use  
Privacy Policy  
Help  
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Welcome, LUND, ALEXANDRA  
Next Appointment: Not Scheduled  
Account Number: 14895517

Show visits between  
Last 90 Days | 07/21/2021 | 10/18/2021 | Search

Showing Visit History between 07/21/2021 and 10/18/2021

07/27/2021  
EINSTEIN, CATHY MSN, NP  
Total Charges: \$0.00  
Insurance is processing this visit  
Amount You Owe: \$0.00  
Show Details

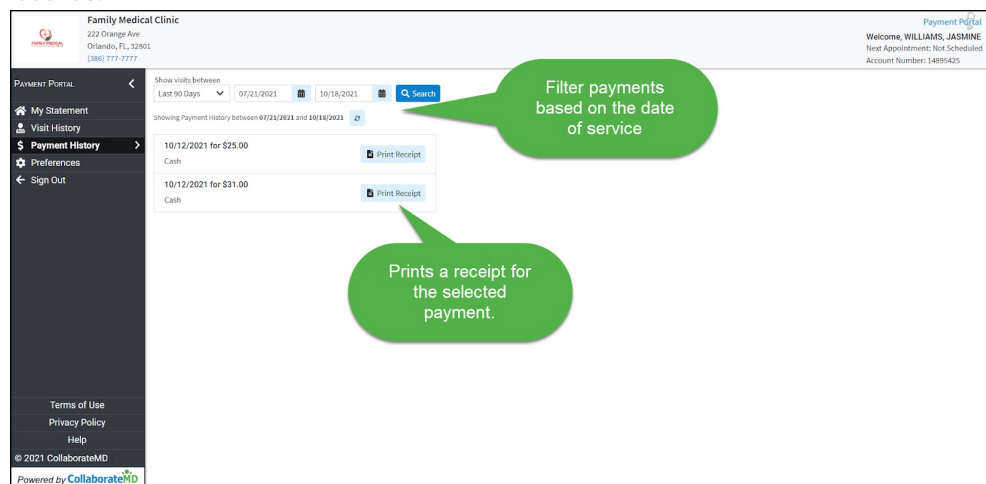
08/31/2021  
EINSTEIN, CATHY MSN, NP  
Total Charges: \$135.00  
Payments & Adjustments: \$135.00  
Amount You Owe: \$0.00  
Show Details

Filter past visits based on the date of service

Shows more info for each visit or print a statement

## 4. Payment History

1. Patients can view their payment history and print a receipt of their payments for their records.



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Payment Portal

My Statement  
Visit History  
Payment History  
Preferences  
Sign Out

Terms of Use  
Privacy Policy  
Help  
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Welcome, WILLIAMS, JASMINE  
Next Appointment: Not Scheduled  
Account Number: 14895425

Show payments between  
Last 90 Days | 07/21/2021 | 10/18/2021 | Search

Showing Payment History between 07/21/2021 and 10/18/2021

10/12/2021 for \$25.00  
Cash  
Print Receipt

10/12/2021 for \$31.00  
Cash  
Print Receipt

Filter payments based on the date of service

Prints a receipt for the selected payment.