# Post an Estimate Payment

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Follow the instructions below to post a manual payment toward an estimate.

> ⚠ **If the Estimate was created from a Claim, open the claim in the claim section and continue to step 4.**

1. Select **Appointments** > **Scheduler**.
2. Type in the patient name or comment related to the appointment in the **Search for appointments by patient or comment** field. Or click the **Advanced Search** field and use the filters to narrow down your search.
3. When the appointment(s) is displayed, **right-click on the appointment** and select **Edit Appointment** or click on the appointment and select the **Edit** button.
4. Locate and click **Estimate** from the right-hand side panel.
5. Click Post Payment
6. Enter the **Payment Amount**.
7. ***Optional***: Check the **Print receipt** box and select your print option to print or send a patient receipt.
8. ***Optional***: Check the **Specify separate copay and payment amount** box to add a payment amount and a copay amount in one transaction.
9. Enter the **Received/Check Date**.
10. ***Optional***: Add the **Check #**.
11. ***Optional***: Enter the **Copay Date of Service**.

    > Create an Unapplied Copay Credit by selecting Copay, and populating the Date Of Service (DOS). Reference our Unapplied Copay Credits Help Articles for more information.

12. Select the **Source** of the payment.

    > If the In-app Credit Card Processing feature is enabled, after saving the payment, you will need to enter the card information into the Enter Payment Window pop-up. For a detailed step-by-step guide, please reference the Processing a Credit Card Payment & Printing Receipts Help

Articles.

11. ***Optional***: Type a custom **Memo**.
12. Click **Save**.