


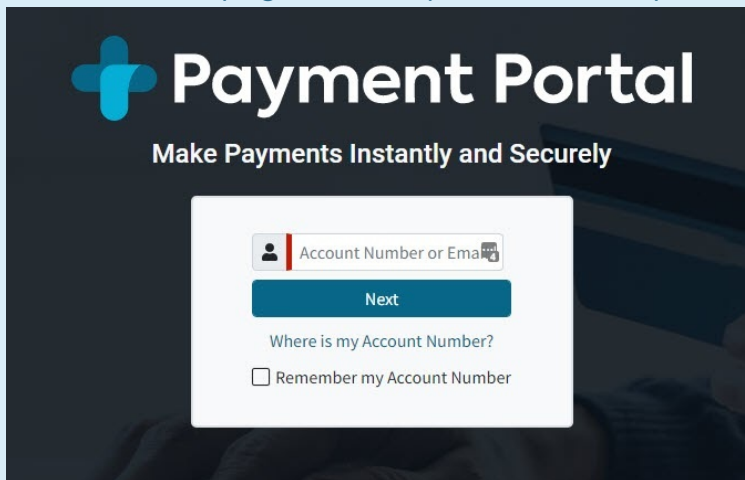
# Print Receipts From the Payment Portal (Patients)

† Modified on 05/28/2026 2:53 pm EDT

The **Patient Payment Portal** allows patients to print their receipts associated with previously posted payments directly from the Payment History.

1. Patients can 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.




The screenshot shows the Payment Portal login interface. At the top, there is a blue cross logo followed by the text "Payment Portal" in large white font. Below this, it says "Make Payments Instantly and Securely". In the center, there is a white login box with a "Next" button. Below the button, there is a question "Where is my Account Number?" and a checkbox labeled "Remember my Account Number".


3. Click **Next**.
4. Enter your Password and click **Sign In**.
5. Click **Payment History**.
6. Click **Send Receipt**.
7. Select the **Print** option for the payment to be printed.

**Choose Receipt**

Please select how you would like to receive your receipt:  
Send Receipt By

Print 

- Print
- Print w/ HSA/FSA details

pt 

Email: your.email.here@email.com

SMS Text: (321) 555-0123

8. Click **Send Receipt**.

9. Select your printing options from your computer to print/save.

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