Email/Text Receipt From the Payment Tracker

The Payment Tracker screen allows you to pull up previously posted patient payments and email or text the receipts associated with those payments.

> **Important**: Please note that to use the text receipt option, an **Auth Rep** must first turn on text receipts from the Practices section. For more information on turning on text receipts or editing receipt options, visit our Payment Defaults Help Article.

1. Select **Payment** > **Payment Tracker**.

2. Enter your desired **Search Criteria** or Load a Search Filter.

3. Click **Search**.

4. Click the **Send** link (in the Receipt column) to open the print/send dialog box for the patient payment to be printed.

5. Select the **Email** option (or SMS Text option if sending via text).

> Please note that the patient must first opt-in to receive email receipts. For more information on opting-in, visit our Change Your Receipt Opt-In Options Help Article.