:hange Your Receipts Opt-In Options

:t Modified on 06/12/2024 2:14 pm EDT

ollow the steps to update a patient's options to receive receipts.

1. Select **Patient** > **Patient**.
2. Use the **Search** field to search through your patients.

   > Place a check in the "***Include inactive patients***" box to include inactive patients in your search results.

3. Select the **Patient**.
4. Click the **Billing Info** tab.
5. Navigate to the **Payment Portal Options** section.
6. If you see **Patient has decided not to receive receipts**, this means the patient hasn't opted-in to receiving receipts yet.
7. Click **Change** to update the preferred method to receive receipts chosen by the patient.
8. Click **Save**.