


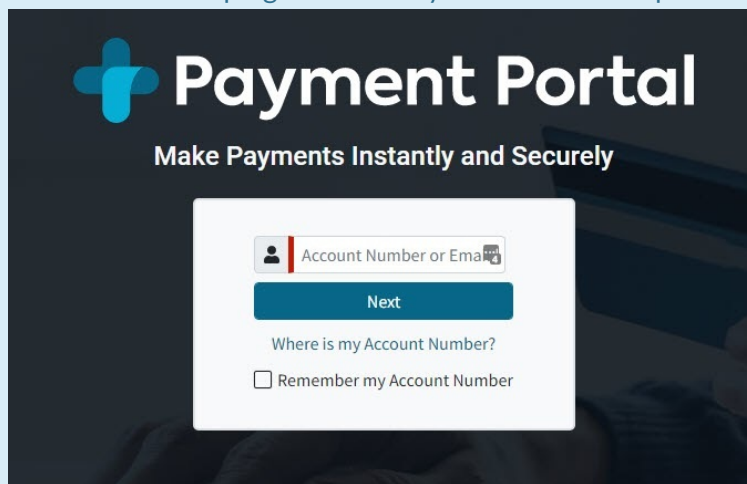
Email/Text Receipts From the Payment Portal (Patients)

† Modified on 05/28/2026 3:03 pm EDT

The **Patient Payment Portal** allows patients to email or text their receipts associated with previously posted payments directly from the portal's 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 left is a blue cross logo. To its right, the text "Payment Portal" is displayed in large white font, with "Make Payments Instantly and Securely" in smaller white font below it. In the center, there is a white login box containing a text input field with a person icon and the placeholder text "Account Number or Email". Below the input field is a blue "Next" button. Underneath the button, the text "Where is my Account Number?" is displayed, followed by 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 **Email Receipt** option (or the SMS Text Receipt option if sending via text).

Choose Receipt

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

Email: your.email.here@email.com ^


Print

Print w/ HSA/FSA details

Email: your.email.here@email.com

SMS Text: (321) 555-0123

pt Close

 Please note that the patient must first opt-in to receive receipts. Patients can update this from the Payment Portal by navigating to Preferences > Change Communication Settings.

8. Click **Send Receipt**.
