Email/Text Receipts From the Payment Portal (Patients)

The **Patient Payment Portal** allows patients to email or text their receipts associated with previously poste ayments 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.
>
>
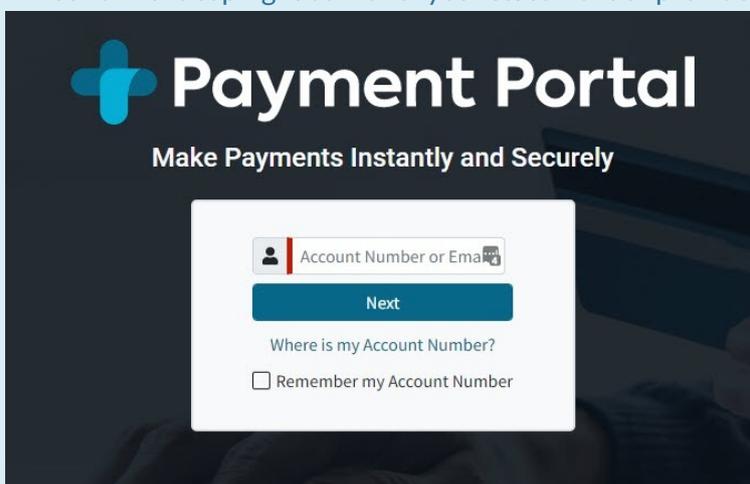
3. Click **Next**.

4. Enter your Password and click**Sign In**.

5. Click **Payment History**.

6. Select **Send Receipt** for the payment to be printed.

7. Click **Email Receipt** (or the SMS Text Receipt option if sending via text).

> ✨ 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.