

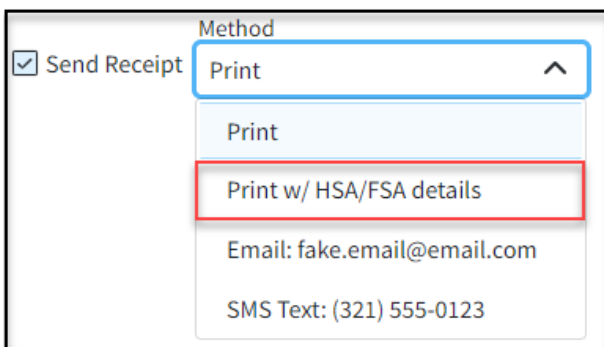
# Print HSA/FSA Receipt

† Modified on 05/28/2026 3:09 pm EDT


You can print a receipt that includes all the additional data required by the HSA/FSA guidelines from any screen with the print receipt capability.

## Print HSA/FSA Receipt from the Post Screen

1. Select **Payment > Post**.
2. Fill in the option for **Patient Payment**.
3. Enter your Patient's Payment
4. Check the **Send Receipt** box
5. Select the **Print w/HSA/FSA details** option from the dropdown.



The screenshot shows a form with a checkbox labeled "Send Receipt" which is checked. To its right is a dropdown menu titled "Method". The dropdown is open, showing several options: "Print", "Print w/ HSA/FSA details", "Email: fake.email@email.com", and "SMS Text: (321) 555-0123". The option "Print w/ HSA/FSA details" is highlighted with a red border.

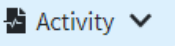
 The payment must not be saved as a credit, it must be applied to print the HSA/FSA details receipt.


6. Once the payment is saved and applied, the receipt will print.

## Print HSA/FSA Receipt from the Payment Tracker Screen

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 **Print w/HSA/FSA details**.

## Print HSA/FSA Receipt from the Details Screen

1. Select **Patient > Patient**.
2. Use the **Search** field to search through your patients.
3. Select the **Patient**.
4. Click  **Activity** ▾
5. The **Activity** record will open in a new window.

 You can also access the Activity screen from the Claim, Manage Account, Scheduler, and View Payment sections.

6. Expand the **Payment History**.
7. Right-click the row for the patient payment that needs to be printed.
8. Click **Print Receipt w/HSA/FSA details**.
9. Click **Print**.

## Print HSA/FSA Receipt from the Payment Portal

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1. Visit <https://www.paystatementonline.com>
  2. Log in with your CollaborateMD Patient Account Number or email.
  3. Click **Next**.
  4. Enter your Password and click **Sign In**.
  5. Click **Payment History**.
  6. Click **Send Receipt**.
  7. Select the **Print w/ HSA/FSA details** option for the payment to be printed.
  8. Click **Send Receipt**.
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