



Create a Sunbit Payment-Plan (Patient)

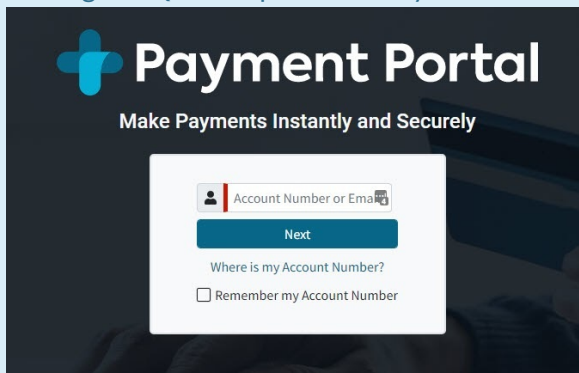
† Modified on 03/30/2025 3:32 pm EDT

The following steps are for **Patients** to create their own *Pay Over Time with Sunbit* plan from the **Patient Payment Portal**.


 You must Configure the "**Sunbit Payment Options from the Payment Portal**" to use this feature. If Sunbit is enabled and the total balance due falls between the Sunbit minimum and maximum balance, eligible patients can choose their plan length and payment amount within the set limitations. For more information on configuring these options, visit our [Manage Pay Over Time with Sunbit Help Article](#).

1. From a **computer** or **mobile device**, 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, or using the QR code provided on your statement.



3. Select **Next** and sign in.

 Based on the options set up in the Payment Portal Options, if the patient qualifies to pay over time with Sunbit, you will see the option to **Pay over time with Sunbit** and a green **Pay Over Time** button.

1. Select **Pay Over Time**.

Payment Portal Menu

BEST DOCTOR EVER

Welcome, FOX MCCLLOUD
Next Appointment:
Not Scheduled

Stay up-to-date on your account! Get your statements and receipts electronically:

Email Text No Thanks

You owe \$230.00
Due **today**. Thank you!

Pay Now

Pay Over Time!
As low as **\$16.38/month** with **sunbit**

Pay Over Time

Account Summary

Total Charges	\$220.00
Insurance Payments	\$0.00
Insurance Adjustments	\$0.00

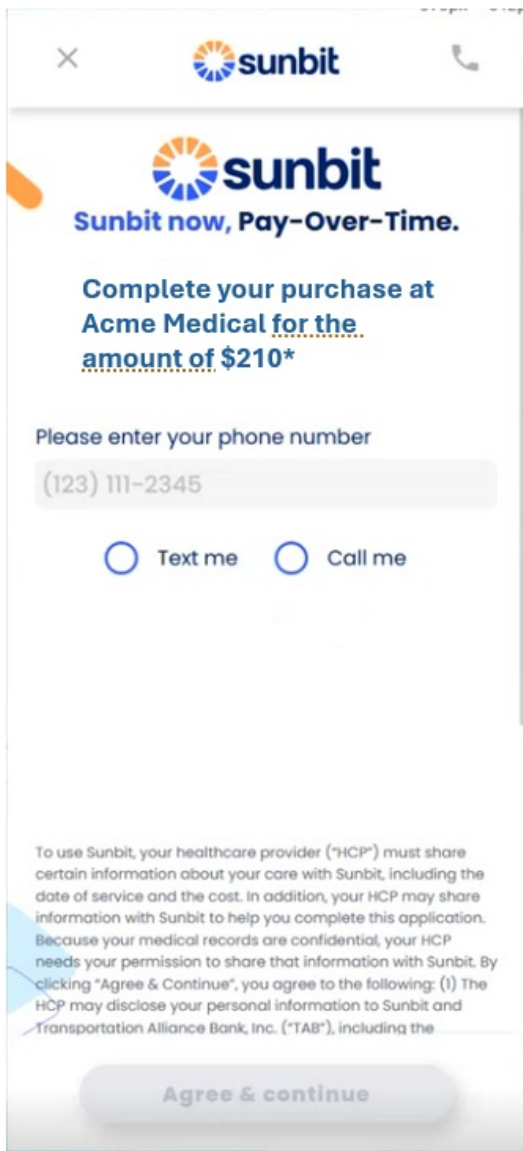
Recent Visit Summary

Total Charges	\$458.00
Copay Due	\$20.00

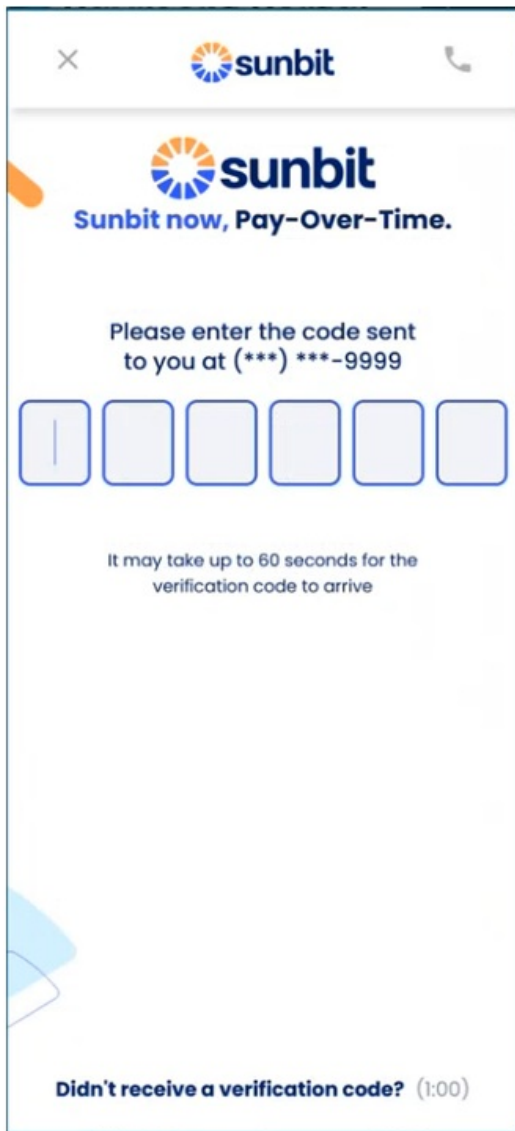
Important Message

Summary Details

2. Enter your phone number and select your preferred method to receive a verification code (text or phone).



3. Enter your verification code.



4. Enter your date of birth, and select **Continue**.

Please confirm your date of birth

To proceed with your application, confirm your date of birth to ensure that your personal information is secure.

Date of Birth

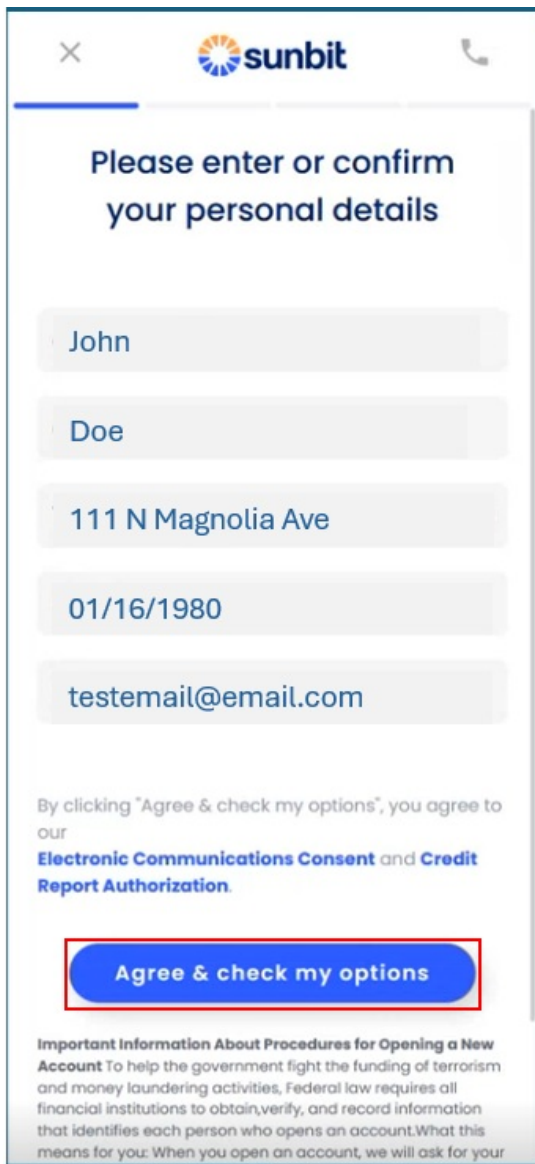


< March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5



continue

5. Confirm your personal details and select **Agree & check my options** to consent to electronic communications and a Credit Report Authorization.



The image shows a mobile application interface for Sunbit. At the top, there is a close button (X), the Sunbit logo, and a phone icon. The main heading reads "Please enter or confirm your personal details". Below this, there are five input fields containing the following information: "John", "Doe", "111 N Magnolia Ave", "01/16/1980", and "testemail@email.com". Below the input fields, there is a paragraph of text: "By clicking 'Agree & check my options', you agree to our **Electronic Communications Consent** and **Credit Report Authorization**." Below this text is a blue button with white text that says "Agree & check my options", which is highlighted with a red rectangular border. At the bottom of the screen, there is a section titled "Important Information About Procedures for Opening a New Account" followed by a paragraph of text explaining the requirements for opening an account.

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 sunbit 

Please enter or confirm
your personal details

John

Doe

111 N Magnolia Ave

01/16/1980

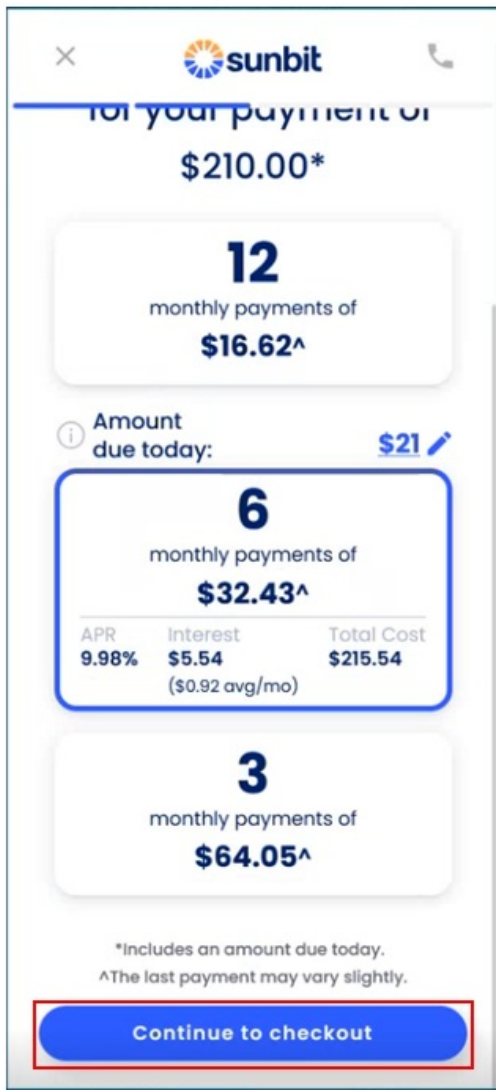
testemail@email.com

By clicking "Agree & check my options", you agree to our
Electronic Communications Consent and **Credit Report Authorization**.

Agree & check my options

Important Information About Procedures for Opening a New Account To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your

6. You will be provided your available plan/installment options with monthly payments, APR, Interest, total cost, and amount due today. Once your selection is made, click **Continue to checkout**.



7. Enter your payment card information, select the "Use card above" radio button, and click **Agree & continue**.

×

sunbit

☎

Enter your bank-issued debit card details

MM YY CVV

How would you like to pay for the recurring monthly payments?

Use the debit card above

Remotely created check ⓘ

This method will be replaced with mail-in payments for covered borrowers under the Military Leading Act

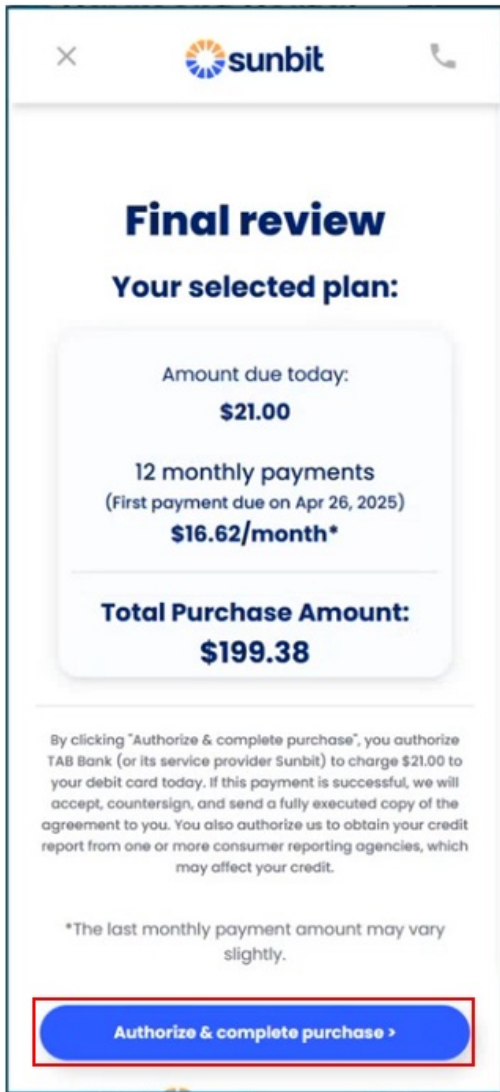
Agree & continue

Back

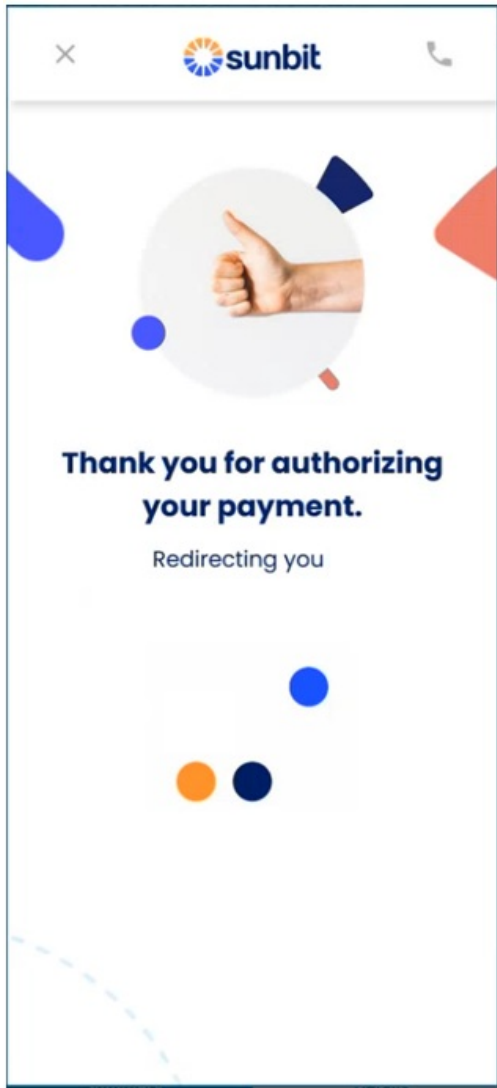
8. Review your agreement, enter your Social Security Number, and select **Agree & Continue**. You can also email yourself a draft agreement or review your credit notice.


The image shows a mobile application interface for Sunbit. At the top, there is a navigation bar with a close button (X), the Sunbit logo, and a phone icon. The main heading reads "Finalize your agreement by entering your Social Security Number". Below this is a "Loading Agreement." section with a large empty box. There are two links: "Email draft agreement" (with a checkmark icon) and "Click to see your credit score notice" (with a document icon). A section titled "Please Enter Your Social Security Number" contains a masked input field with the format "### - ## - ####". Below the input field is a disclaimer: "By entering your SSN and clicking 'Agree & continue' you acknowledge that you have read and agreed to our [Privacy Policy](#) and the terms of the Installment Loan Agreement, including the (A) Truth in Lending Act disclosure; (B) Payment Authorization; (C) [Arbitration Agreement](#); and (D) [Electronic Communications Consent](#)." At the bottom, there is a prominent blue button labeled "Agree & continue" and a smaller "Back" button below it.

9. Review your amount due today, your monthly payment, and your total purchase amount, then select **Authorize & complete purchase**.



10. Your Pay Over Time with Sunbit plan and initial payment is complete.



 Your Sunbit plan is now complete. You can view your Sunbit payments within the Portal, Manage Account, and the Merchant Payment Report.
