How to Bill Pay in Simple Practice

Viewing Your Billing History and Documents

1. Log in to the Client Portal (for assistance with this, please reference our Client Portal procedures document).
2. Once logged in, click on **Billing & Payments**. This will allow you to see the billing page which provides you an overview of recent payment history and access to billing documents.
3. There are three sections- **Invoices, Statements,** and **Insurance Reimbursement Statements** (superbills).
4. At the very bottom of the page is the **Account History** which shows you your most recent sessions and payments—you may adjust the date range in order to see more or less sessions

Making Payments

1. In the Client Portal you will see your **current balance** listed at the top of the page. You are able to pay this entire balances or make a payment on a specific invoice.
2. To pay the entire balance, click **Pay Now** next to the balance amount
3. To pay a specific invoice, open the invoice then click **Pay Now** at the top.
4. The next steps are the same regardless of pay button chosen
    a. Enter cardholder name, card info, and billing zip code.
    b. You may click **save card** if you would like to store the card for use in the future.
    c. The amount on the pay button will reflect the payment you are making. Please ensure it is the correct amount before clicking the **Pay $(amount)** button.
    d. The status of the invoice will change to **Paid**.