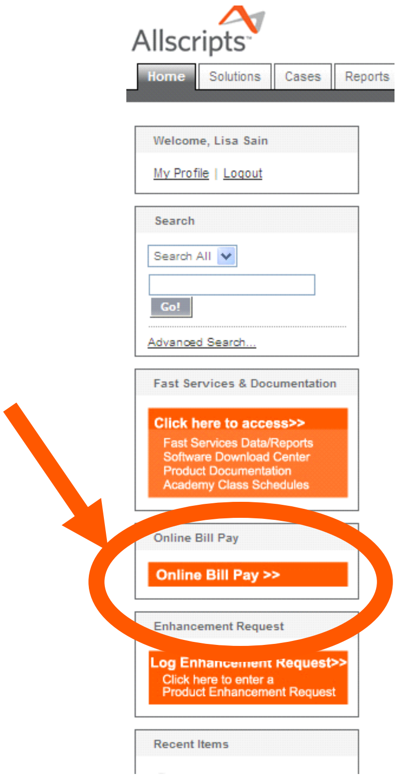
AllscriptsMisys Healthcare Solutions
Online Bill Pay



Log-in Instructions:

- To access the Allscripts Online Bill Pay website, log onto www.allscripts.com and click on the “Client Login” link at the top right of the screen.
- Select the product that you currently use.
- Login using your regular AllscriptsMisys Client Portal username and password. If you do not know this, please check your e-mail inbox for an email from “Allscripts Customer Support.”
- If you have not received an e-mail, check your Spam/Junk e-mail folder to see if an e-mail from “Allscripts Customer Support" was received. If so, please contact your System Administrator to make sure your office accepts e-mails from this sender. **** Please note: It is very important for us to have the most current e-mail address on file for you as a contact. This will allow us to send you this information securely.**
- If you have not received an e-mail with your username and password please contact the Client Account Analyst listed on your invoice.
- Once you have access to AllscriptsMisys Client Portal, click on the orange box on the left that says “Online Bill Pay” (see diagram).
- If you have more than one account number, select the Customer Code with which you want to log on by checking the box next to the correct line.
- A new window will open. If a window does not open you may need to disable your pop-up blocker.
- From here you can view and print both paid and unpaid invoices as well as make payments using your checking account, Visa, Master Card, or American Express.

Payment Instructions:

- Log-in using the instructions above.
- Move your mouse over “Payments” at the top of the screen.
- Click “Make Payments” from the drop down menu.
- After reading the brief introduction, click “Start.”
- Click the box on the left of each invoice you would like to pay. To pay invoices on other sub accounts, click on the drop down menu above the invoice list and select the account, or select “All Accounts.”
- Once you have checked the invoices you would like to pay, click “Next.”
- Select the payment profile from which you would like to pay and click “Next.”. If you would like to add a new profile, please see the instructions below.
- For Master Card and Visa payments, please enter your 3-digit security code on the back of the card and click “Next.”
- Review your payment details. If correct, click “Submit Payment” only ONCE. If you would like to make changes, click the “Back” button on your internet browser.
- Print the confirmation page for your records. When calling about your payment, please reference the confirmation number so we may look up your payment.

Setting up a new Payment Profile:

- Log-in using the instructions above.
- Click on the “My Account” tab at the top of the page.
- Scroll down to “My Payment Profiles.”
- For Checking Account information:
  - Click on “Add New ACH Profile.”
  - Enter all of the required information, including the Billing Address for the checking account.
  - Click “Save Info.”
- For Credit Card Information:
  - Click on “Add New CC Profile.”
  - Enter the credit card number with no spaces or dashes.
  - Select the type of card.
  - Click the arrow next to Expiration Date and select the month and year.
  - For Address, only fill in the street address. City and state are not necessary.
  - Click “Save.”
- To edit or delete a payment profile, click on the card/account number. Make your changes and click either Save or Delete.

To Print Invoices:

- You may print both paid (closed) and unpaid (open) invoices and the process is the same.
- Log-in using the instructions above.
- Click “Invoices” at the top of the screen.
- Click on the invoice number you would like to print.
- Select either “Open” or “Save” on the Dialog box that pops up.
- A PDF file will open (or be saved) from which you may print.
- You can go back and forth between closed and open invoices by clicking on the right drop down arrow above the invoice list and selecting the type of invoice you would like to view, or you can select both Open and Closed.
- You can also select to view the invoices of different subaccounts (or all invoices) by clicking on the left drop down arrow and selecting the appropriate account (or “All Accounts”).

To View Open and Closed Credits:

- Login using the instructions above.
- Move your mouse over “Invoices” at the top of the screen. Do not click.
- Click on “Credits.”
- You may print these credit memos just like you would print an invoice (see above).
- For more information regarding your credits, please contact your Client Account Analyst listed on the invoice.

To View Online Payment History:

- Login using the instructions above.
- Move your mouse over “Payments” at the top of the screen.
- Select “Payment History” from the drop down menu.
- To view details of the payment, click on the confirmation number.

To Setup AutoPay:

- Login using the instructions above.
- Click on “My Account” at the top of the screen.
- Scroll down to the second (2^{nd}) box titled “My E-mails.” Enter your e-mail address and click “Add.”
- Scroll down to the fourth (4^{th}) box titled “My Auto Pays.”
- Click on “Setup Auto Pay.”
- Select the Payment Profile with which you would like to pay by clicking on the drop down arrow. To setup a new Payment Profile, follow the instructions above.
- Select the type of invoice that should be paid automatically.
- Please Note: All unpaid invoices of that type will need to be paid manually.
- Going forward, all AutoPay invoices billed prior to the 10^{th} of the month will be paid on the 15^{th} of the month. Any invoices billed after the 10^{th} will be paid the following month on the 15^{th}.
- To delete any AutoPay that is setup, just click on “Setup Auto Pay” in step 4 and click on the “delete” link on the far right.

If you need help with any of these features, please contact your Client Accounting Services Representative at 1-800-877-5678.

Thank you!