## Sevita.

## Patient Portal - Making a Payment

Patients and families are able to make payments to their account directly from the patient portal.

The portal can be accessed by visiting the web address: <a href="https://sevita.raintreeinc.com/dat/PatientDashboard/">https://sevita.raintreeinc.com/dat/PatientDashboard/</a>

**Please Note:** If the patient or family has not yet logged into the portal, they will need to be sent a temporary password via the Welcome Letter and will need to update their password upon first login.

1. After logging into the Patient Portal, locate the Billing panel and select Make a Payment.

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Request Appt Print Add To Make a Payment View All Message the Office	Settings				
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2. The total Statement Summary will display, patients and families can select **Pay Now**.

<b>←</b> s	🗲 Statement for Raintree, Georgia					:
		Statement Summary				
		Total Charges	0.00			
		Insurance Paid	0.00			
		Insurance Adjustments	0.00			
		You Paid	0.00			
		Patient Adjustments	0.00			
		No Outstanding Balance			Pay Now	
s	how Details			Log	Out and Exit	
		If you need assistance, please call our office. (978) 557-4616				

## 3. The payment window will open on the Make a Payment tab.

← Online Payment for Raintree, Georgia :		
Make a Payment Plan		
Payment Amount		
Payment Method		
• Use a new payment method		
Pay Now		
Manage Payment Methods		

4. Patients and families can enter the dollar amount they would like to pay and select **Manage Payment Methods** if they do not have a payment method saved to the portal.

← Online Payment for Raintree, Georgia		
Make a Payment	Payment Plan	
Payment Amount 25.00		
	Payment Method	
• Use a new payment method		
Pay Now		
Manage Payment Methods		

5. After selecting Manage Payment Methods, patients and families will be asked to select Add New Credit/Debit card.



Note: We are currently only using the Add New Credit/Debit Card option.

6. Next, they will be asked to complete the Consent Agreement portion. Check mark each box and click **Continue**.

🗲 Consent Agreement



7. Enter the card information or bank information and click **Save**.

Add credit card	
Name On Card	
Georgia Raintree	
Card Number	
Exp Date (MM/YY)	
	Save

8. Patients and families will see that their payment method was added successfully. Click **Continue**.

← Add credit card	:
Payment met	thod added successfully
Transaction ID	
Account Number	*********
Payment method ID	
Please click	continue below to finish.
	Continue

9. All payment method options will display, choose **Select Method** and then **Pay Now**.

