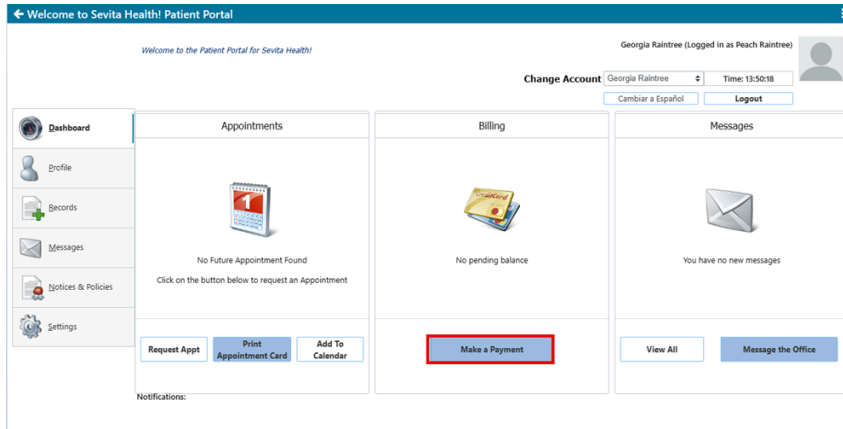# Patient Portal - Making a Payment

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

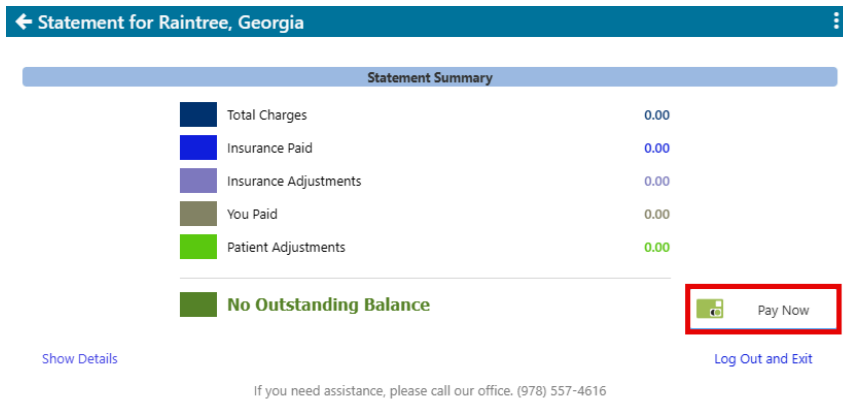The portal can be accessed by visiting the web address:
https://sevita.raintreeinc.com/dat/PatientDashboard/

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**.

2. The total Statement Summary will display, patients and families can select **Pay Now**.

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

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.

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**.

☑ I agree with the Terms of Use & Privacy Policy

☑ I acknowledge that the payment credentials entered in this account are stored for future use and are subject to recurring charges, depending on the payment plan I designate.

Continue

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 method 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**.

← Payment Methods

Add New Credit / Debit Card

Add New Bank Account

MasterCard

***

Mastercard
Select Method

Pay Now