



How to Pay My Balance Online

1. Login to Azalea PHR

Signing into your Azalea PHR account can be done in 4 SIMPLE steps!

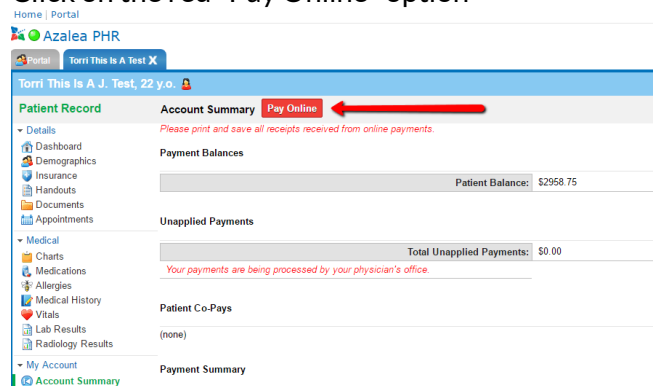
1. Provide your doctor's office with your email address.
2. You will receive an email notifying you of your patient portal enrollment.
3. Using the link provided in the email, setup your custom password and portal account.
4. Easily and securely access your information from anywhere with internet capabilities!

2. Review the Outstanding Balance:

1. Click on "Account Summary" from the left hand menu
2. From this screen, you should see your:
 - Current Balance
 - Outstanding Unapplied Payments (*payments that are currently being processed by your provider's office*)
 - Co-pay Information
 - Payment Summary (Last patient & insurance payments, last statement generated)
 - Account Aging (*how long your balances have been outstanding*)

3. Make a Payment Towards Your Balance:

1. Click on the red "Pay Online" option



2. You will receive a prompt to be redirected to Transaction Express. Click "Yes" to proceed.
3. On the Transaction Express screen, fill out your credit card information and amount you would like to pay
4. Before submitting your payment information, be sure to complete the word verification (above the cancel icon).
5. Click Submit
6. Once submitted, your provider's office will receive the payment and a copy of your receipt will be added to your Documents section. To access, click on "Documents" from the left hand menu.