

Quick Reference Guide

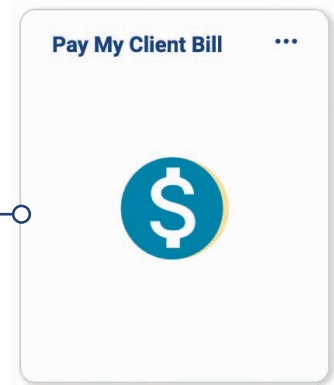
Pay My Client Bill

This feature provides the ability to securely pay invoices from LabCorp and its subsidiaries. Users can view and download their current bills due, view bill and payment history, create a wallet for payments, and set up automatic payments for their accounts.

New Users: Request access to Pay My Client Bill during self-registration. Your request will be sent to your administrator. If you do not belong to an organization with an administrator, you will be prompted to complete the New User Form.

Current Users: You will not need to re-register. You will be migrated automatically to the new payment system.

1 Select the **Pay My Client Bill** card on dashboard



2 Current Bills Due

Current Bills Due

Please review the bills below Total: **\$2,163.75**

Account Number	Company Name	Balance Due
^ XXXXXXXX	ANY COMPANY	\$10.00 <input checked="" type="checkbox"/>
36589164		\$10.00 <input checked="" type="checkbox"/>
▼ XXXXXXXX	ANY COMPANY	\$33.00 <input type="checkbox"/>
▼ XXXXXXXX	ANY COMPANY	\$17.75 <input type="checkbox"/>
▼ XXXXXXXX	ANY COMPANY	\$1,539.89 <input type="checkbox"/>
▼ XXXXXXXX	ANY COMPANY	\$221.80 <input type="checkbox"/>
▼ XXXXXXXX	ANY COMPANY	\$250.65 <input type="checkbox"/>
▼ XXXXXXXX	ANY COMPANY	\$90.66 <input type="checkbox"/>

Total Payment: \$10.00 **PAY NOW**

- A** Select an **Account Number** to view current bills for that account
- B** Check the box next to **Balance Due** to select a bill to pay
- C** Enter amount to pay (can be **partial payment** or **full amount**)
- D** Click **Pay Now**

E

Select Payment Method

E-CHECK
 CREDIT / DEBIT CARD
 E-WALLET

CANCEL NEXT

- E** Select **Payment Method** or select **Wallet Name** if paying by **E-Wallet**
- F** Enter **Payment Information** (you can modify payment date)
- G** **Review and authorize payment**
- H** Review **confirmation** (you can **email** or **print** confirmation)

F

Enter Payment Information

PAYMENT AMOUNT: \$33.00
 ***PAYMENT DATE:** 02/05/2020

***FIRST NAME**
***LAST NAME**

***ADDRESS 1**

ADDRESS 2 *Optional*

***CITY**
***STATE**
***ZIP CODE**

SAVE TO E-WALLET: [CREATE NEW E-WALLET](#)

***CARD NUMBER:**

***EXPIRATION:** /

G

Total Amount: \$33.00
Payment Date: 02/05/2020
Card / Account Number: xxxx-xxxx-xxxx-XXXX

Please review and verify that all information is correct. By clicking SUBMIT, you are authorizing a payment to be withdrawn from your bank account.

Payments made before 7:30 P.M. EST. will be posted the same day. Payments made after 7:30 P.M. EST. will be posted the next day. Please allow 1-2 business days for the payment to be reflected to your account.

I authorize this payment and have read the [Terms and Conditions](#)

CANCEL SUBMIT

H

→ **2** Step 2 Payment Information

Payment Date: 02/07/2020
Card Number: xxxx-xxxx-xxxx-XXXX
Confirmation Number: XXXXXXXX

LabCorp Account Number	Bill Number	Amount Paid
XXXXXXXX	XXXXXXXX	\$10.00
Total Amount:		\$10.00

[EMAIL CONFIRMATION](#)
[PRINT CONFIRMATION](#)

3 Payments/Bill History

View bill status details, void pending payments and download PDF and Excel files for the Payment/Bill History

Payments/Bill History

Bill Number	Pending	Bill Date	Due Date	Original Billed	Balance Due		
XXXXXX		10/26/2019	11/16/2019	\$15.00	\$15.00	PDF	Excel
XXXXXX		10/26/2019	11/16/2019	\$8.41	\$8.41	PDF	Excel

Account	Bill Number	Description	Status	Date	Confirmation	Amount	Void
No payments found.							
	XXXXXX	09/28/2019		10/19/2019		\$15.00	\$15.00 PDF Excel
	XXXXXX	08/27/2019		09/17/2019		\$15.00	\$15.00 PDF Excel
	XXXXXX	08/27/2019		09/17/2019		\$33.00	\$33.00 PDF Excel
	XXXXXX	05/13/2019		06/03/2019		\$15.00	\$15.00 PDF Excel
	XXXXXX	03/25/2019		04/15/2019		\$15.00	\$15.00 PDF Excel
	XXXXXX	10/22/2018		11/12/2018		\$15.00	\$15.00 PDF Excel
	XXXXXX	07/30/2018		08/20/2018		\$15.00	\$15.00 PDF Excel
	XXXXXX	07/28/2018		08/18/2018		\$1,619.13	\$0.00 PDF Excel

I Want To Go To

- Current Bills Due
- Payments/Bill History
- E-Wallet
- Notification Settings
- Automatic Payment
- Paperless

Amount	Void
\$1.00	🗑️
\$25.00	
\$1.00	
\$1.00	

4 E-Wallet

- A** Click **Add Wallet** to create a new E-wallet (To update an existing payment method, delete it and re-enter with the correct information)
- B** Add Payment Method: **E-Check** or **Credit/Debit Card**

E-Wallet Management

Wallet Name		
Test Wallet	🗑️	🗑️
Test Wallet1	🗑️	🗑️
v.Fifty	🗑️	🗑️

CANCEL **A** **ADD WALLET**

I Want To Go To

- Current Bills Due
- Payments/Bill History
- E-Wallet
- Notification Settings
- Automatic Payment
- Paperless

B Add Payment Method

SELECT PAYMENT TYPE

E-CHECK CREDIT CARD/ DEBIT CARD

CANCEL **NEXT**

C Enter **Payment Information**

Add Payment Method/Credit Card

C Enter Payment Information:
Please take a moment to review this Payment Account information prior to saving it.

*FIRST NAME *LAST NAME

*ADDRESS 1

ADDRESS 2 *Optional*

*CITY *STATE *ZIP CODE

*CARD NUMBER:

*EXPIRATION: Month / Year

[Cancel Transaction](#)

5 Notification Settings

Notification Settings

- Credit Card Expiration Date reminders will be emailed 30 days prior to the card expiration date in the recurring profile.
- Recurring notification reminders will be emailed 5 days prior to the day the recurring transaction is set to process.
- Wallet and Recurring change notifications and Cancelled Payment notifications will also be emailed as they occur.

If Paperless Enrolled:
- Bill notification will be emailed when bills are loaded and a reminder sent 15 days prior to its due date following initial enrollment.
* You must set up your Notification Settings in order to receive recurring notifications.

Please enter an e-mail where you would like to receive notifications when a change is made to your E-Wallet(s).

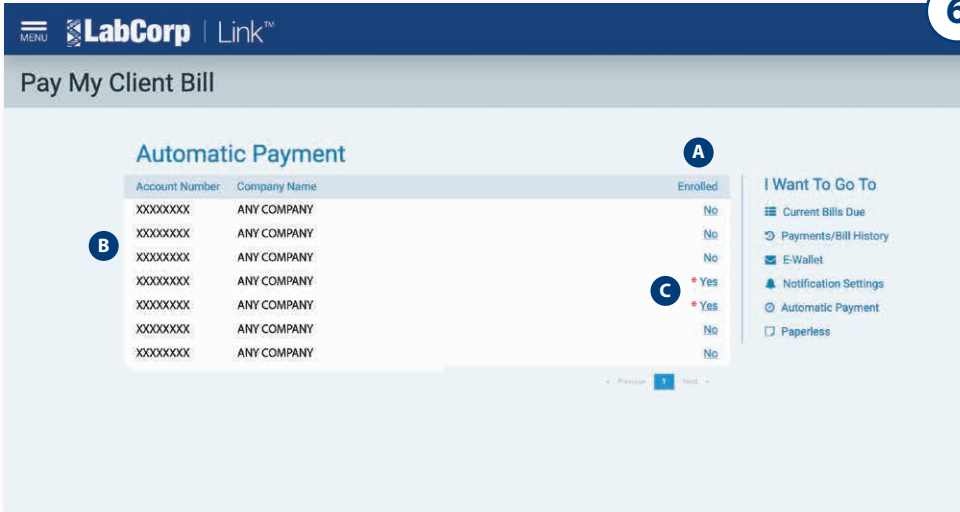
A Enter your email here

Please enter an e-mail where you would like to receive notifications (other than E-Wallet notifications) for ALL accounts below or edit an e-mail for any account by clicking on "Edit".

B Enter your email here

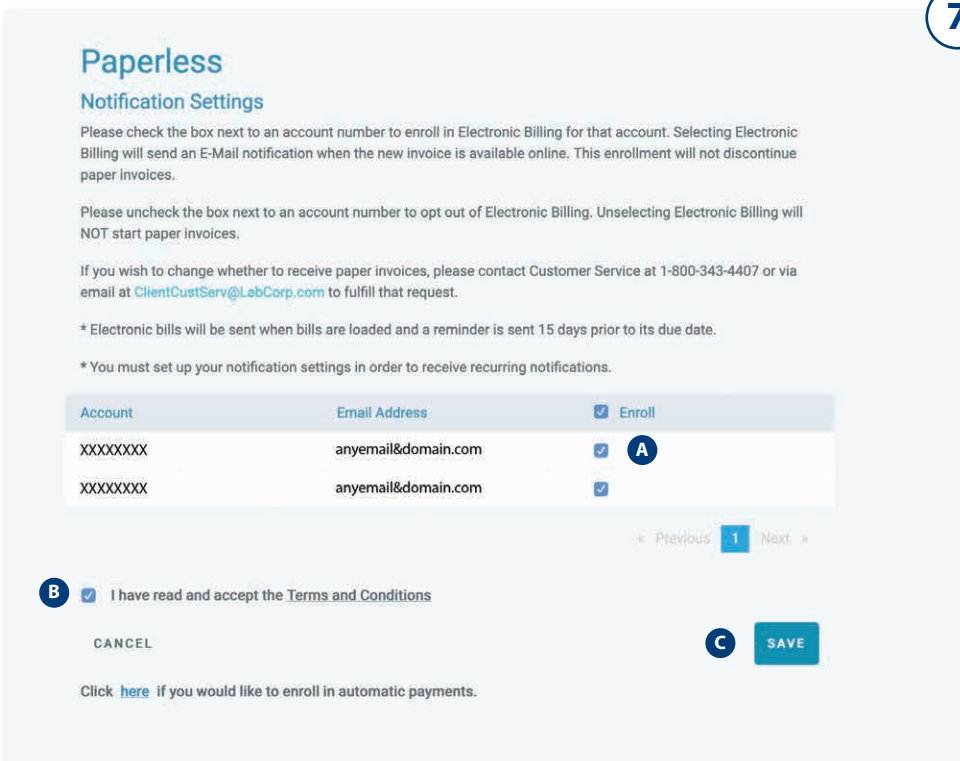
Account	Email Address	
XXXXXX	anyemail@domain.com	C Edit Remove
XXXXXX	anyemail@domain.com	Edit Remove

- A** Enter an email address to receive notifications for changes made to E-Wallet
- B** Enter an email address to receive notifications (other than E-Wallet) for **ALL** accounts
- C** You can **Edit** or **Remove** an email address for any account



6 Automatic Payment

- A** **Enroll** or **Disenroll** an account by clicking the **Yes** or **No** in the **Enrolled** column
- B** Each account must be enrolled or disenrolled individually
- C** An asterisk beside **Yes** indicates that the account was enrolled via **LabCorp Support** and you will need to contact LabCorp to disenroll in the account



7 Paperless

- A** Check the **Enroll** box to opt an account into **Electronic Billing**; uncheck the box to opt out
- B** Accept the **Terms and Conditions**
- C** Click **Save**

NOTE: Enrollment does not affect whether or not you receive paper invoices. To change receipt of paper invoices, contact **Customer Service**