

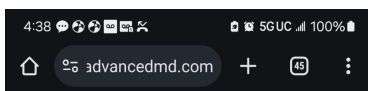
How to add your payment method(s) to your client portal

Most providers at LynLake require and most clients at LynLake choose to keep a payment method on file for their services.

After your provider bills your service to insurance, it takes 1-6 weeks to process and we will charge your card the exact amount that you owe. This way, clients never have credits on file or balances due. Simple and Easy.

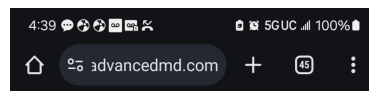
To ADD YOUR PAYMENT METHOD(S) to your client portal on your computer, please click "Bills" at the top of your screen and then "My Cards" on the purple navigation bar. Finally, click the purple button that says "Add a card." Complete the required fields and you are all set. *Make sure to title HSA/FSA cards as HSA/FSA.*

To ADD YOUR PAYMENT METHOD(S) to your client portal on your phone, click the three purple lines in the upper left-hand corner of your client portal and choose "Bills." Then see below for how to navigate to the "Add a card" screen. *Make sure to title HSA/FSA cards as HSA/FSA.*



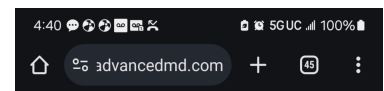
Test, Client N
Insurance Balance: \$0.00
Patient Balance: \$0.00

✓ You have no balance due.



CLIENT N
Payment History
My Cards \$0.00
Patient Balance: \$0.00

✓ You have no balance due.



Currently you have no cards saved in your account. Add your first card below.

Add a card

Now, you will also receive a Credit Card Authorization form as part of your Intake Paperwork that will walk you through these steps.

ONLY AFTER YOU ADD YOUR PAYMENT METHOD(S) TO YOUR CLIENT PORTAL at this time or when you complete the intake form, please SIGN and SUBMIT the intake form.

If you choose instead to NOT keep your payment method on file, but to pay your invoices online within 14 days OR send a message through your client portal to "Billing & Payments" to request other arrangements, please DECLINE the intake form.

Thank you for choosing LynLake Centers for WellBeing!