MyChart Payment Plan Guide for Patients/Families

Use MyChart's *Set up Payment Plan* feature to set up a payment plan and schedule automated payments.

**Please Note:** Only the patient’s **Guarantor** can access the billing functions in MyChart. The Guarantor is the person who is financially responsible for the patient's billing. If you are the Guarantor and do not have access to the Billing functions through your own MyChart account, please contact the Customer Resolution Department at (860) 837-6710 to have your MyChart account linked for billing.

1. **Open MyChart**
   (mychart.connecticutchildrens.org)
   and **SIGN IN**.

2. **Select Billing > Billing Summary**.

3. **Click SET UP PAYMENT PLAN**.

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**MyChart Username**

**Password**

**SIGN IN**

**Billing**

**My Bills**

**Billing Summary**

**Your Balance**

$4,207.07

**PAY NOW**

Last paid: $200.00 on 10/29/2020

Can't pay all at once?

Sign up to pay $175.30 per month.

**SET UP PAYMENT PLAN**
4. Set the payment details as desired and click NEXT.

5. Enter the payment information. Either a credit card or a bank account is accepted. Click NEXT.

6. Confirm the details of the payment plan and payment information. Click START PLAN.

You now see the details of your payment plan in MyChart.

You may edit the details of your payment plan. Click Manage payment plan on the Billing Summary form.

If you have any questions or concerns about your payment plan or billing, please contact the Customer Resolutions Department at (860) 837-6710.