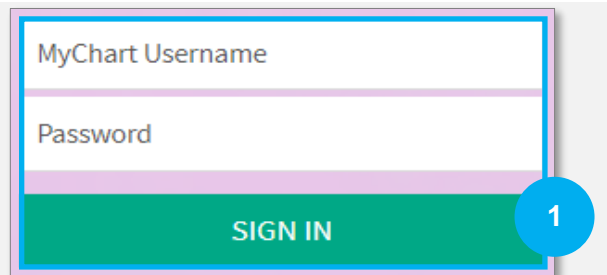


# MyChart Payment Plan Guide for Patients/Families

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](http://mychart.connecticutchildrens.org)) and **SIGN IN**.

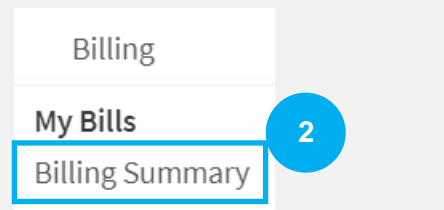


MyChart Username

Password

**SIGN IN**

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

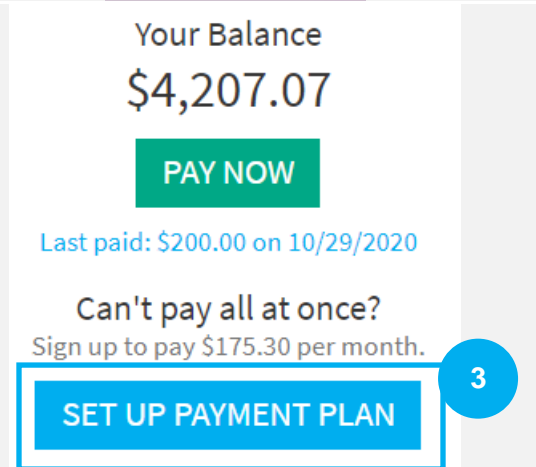


Billing

My Bills

**Billing Summary**

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



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**.

## Sign Up for a Payment Plan

### 1. Choose a monthly amount

How much do you want to pay per month towards your outstanding balance of \$4,207.07?

\$175.30

On which day of the month would you like your payments to be made?

7

This monthly amount will require you to make 24 payments until you pay off your balance in November 2022.

**NEXT**

4


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

DI TEST CARD 01

VISA

Ending in 0119

exp. 12/2022

Security code 

New Payment Method

[Manage your saved payment methods](#)

**BACK**

**NEXT**

5

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

### 3. Confirm your payment plan

You will be paying \$175.30 per month towards your balance of \$4,207.07.

Your first payment will be made on December 7 and will be the first of 24 payments until you pay off your balance in November 2022.

Payments will be made automatically on the 7th of each month with this payment method.

Payment method

VISA DI TEST CARD 01  
x0119  
exp. 12/2022

**BACK**

**START PLAN**

6

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.