

## iCorePay - Printable Quick Payment Guide

1. **Select "Quick Payment"** from the Dashboard.
  - a. *Existing patient* - Search for and select the patient.
  - b. *New patient* - enter the patient's name and (optional) cell #.
2. **Enter the \$ amount** to be collected.
3. **Choose the payment method** (e.g. Credit / Debit, Cash, Check).
4. **Click "Create and Pay."**
  - a. If Credit / Debit payment, follow steps on the card terminal.
  - b. If another payment method, follow steps in iCorePay.
5. **A confirmation and receipt screen will appear**, with the option to print. The patient will receive a secure receipt link via email and/or text.