Online Bill Pay Help

With online bill pay, you can choose to make a one-time payment or create an account. Creating an account will allow you to save your payment information for future use, view your online payment history and view statements you've received after July 1, 2010.
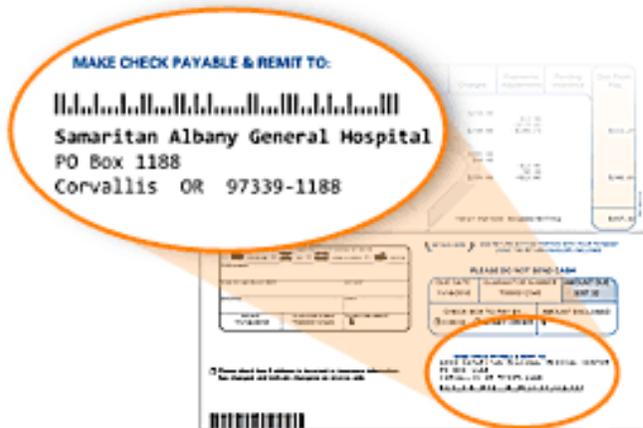
For help using online bill pay, please see the instructions below on the following topics:

- Making a one-time payment (page 1)
- Creating an account (page 4)
- Adding a provider to your profile (page 6)

If you have further questions, please contact customer service at 541-768-4392 or toll free at 1-800-640-5339.

How do I make a one time payment?

Find the facility name in the lower right-hand corner of your statement

MAKE CHECK PAYABLE & REMIT TO:

Samaritan Albany General Hospital
PO Box 1188
Corvallis OR 97339-1188

Step 1: Select the link
On the bill pay page, select the link that corresponds with the facility name and address in the lower right hand corner of your statement. On the right is an example of how the address looks on the SHS statement:

After selecting the facility name, a new window will open to the online bill pay screen. Check to make sure that the facility address on the payment form matches the address on your statement. You will have the option to make a onetime payment or create an account to return and make additional payments as well as view your statements

Step 2: Enter your guarantor information
On the payment screen enter the Guarantor number (found in the lower right hand corner of your statement). Below is an example of what the Guarantor number looks like on a statement:

Step 3: Enter specific account number(s) **optional**
If you would like your payment to be applied to a specific account listed on your statement enter the account number(s) in this field. Your account numbers can be found on your statement as shown below.

Step 4: Enter your personal information
Complete the following fields to verify the Guarantor / Patient information.

Patient

*Bold fields are required

Guarantor Number	
Account Number(s)	
Last Name	
First Name	
Phone #	- -
Email Address	
Address	
City	
State	Zip -

Step 5: Enter your payment information

Enter your card information in the following fields.

Payment Information

Card Holder Name	
Card Type	VISA
Card Number	Exp Date __/__ (MM/YY)
CVN	What is this?
Amount	$0.00

Step 6: Enter your account information

By entering your account information this will verify your card information. The following fields will be required to complete your transaction.

Account Information

☐ Same as Patient Address

Zip ⬚ - ⬚

When you have completed and verified your information, click on the "Next" button the bottom left hand side of the page to continue. If you feel that the information is not accurate or you decide to cancel your online payment, you may click on the "Clear" button and erase all fields.

Step 7: Confirmation screen
The confirmation screen will provide a summary of your online payment. If the information is not correct or you decide to cancel your online payment, click on "Cancel" button. If the information is correct, click "Confirm".

Step 8: Receipt screen
The receipt screen will provide you with a printable receipt. At the bottom of the screen you will have the following options to retrieve your receipt:

- *Print* – Print a paper copy of the receipt
- *Download* – Save an electronic copy of the receipt to your computer
- *Pay Again* – Return you to the payment screen to make another payment
- *Close* – Close the payment window
- *E-mail Receipt* – Enter an e-mail address to have the receipt sent to you electronically

How do I create an account?

Registering for a login
From the payment screen you have the option to create a login that will allow for you to view your statements and monitor your online payment history.

Step 1:
Select "Click here to register!" to start the registration process.
From the payment screen you have the option to create a login that will allow for you to view your statements and monitor your online payment history.

Secure Login

Please login to view your statements and payment history, and access your profile.

Email

Password

LOGIN   Forgot your password?

Not registered yet?
Click here to register!

Why register?

Step 2:

Enter your guarantor number, first and last name, statement date, amount due, email address, create a password, confirm your password, select a security question and enter the answer to complete the registration process.

Secure Registration

To register, please enter the following information:

Guarantor Number

First Name

Last Name

Statement Date

Amount Due

Email

Password

Confirm Password

Choose a question

what was the first car you owned?

Secret Answer

☑ Send email notification for new statements
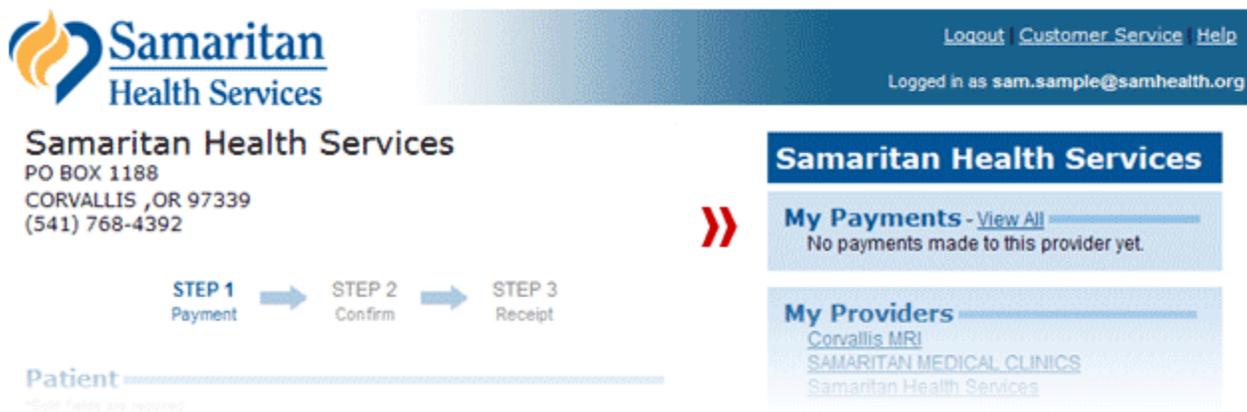
☐ Continue to receive paper statements

REGISTER

Already registered?
Click here to login!

The Statement ID is found on statements printed after July 1, 2010. If your statement was printed before this date you will need to make a one-time payment.

Step 3:
Once you have created a login you will be directed to the payment screen. You will also have options to view past payments made online, add providers to make online payments to other providers and update your profile.

How do I add a provider to my profile?

Step 1:
From the My Providers box select "Add a Provider" to add other Samaritan entities.

Step 2:

You will be directed to a "Find a Provider" search. By entering any of the following Samaritan entities you will be able to add them individually as one of your providers and make online payments toward any statements you receive.
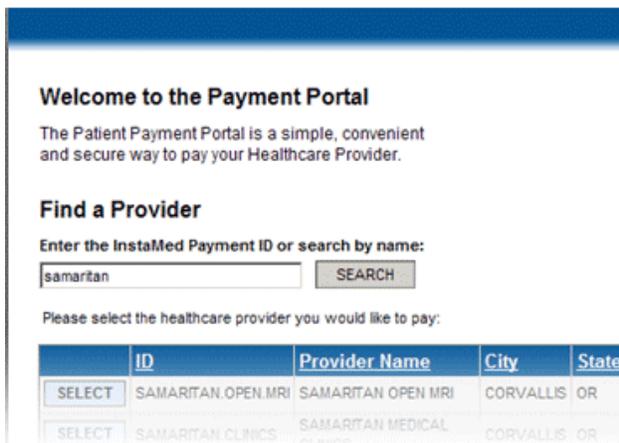
Welcome to the Payment Portal

The Patient Payment Portal is a simple, convenient and secure way to pay your Healthcare Provider.

Find a Provider

Enter the InstaMed Payment ID or search by name:

[   ]   SEARCH
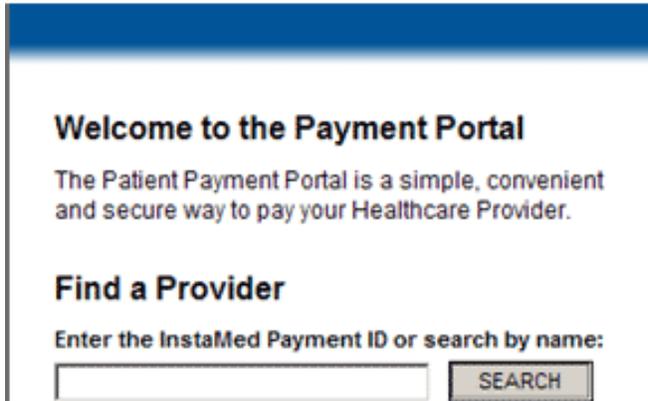
- CORVALLIS MRI
- SAMARITAN OPEN MRI
- SAMARITAN MEDICAL CLINICS
- SAMARITAN HEALTH SERVICES
- SAMARITAN EAST LINN MRI

Entities can be determined from the name and address seen in the bottom right hand corner of your statement.

Step 3:

Once you have located the Samaritan entity that you wish to add to your list of providers via the search function click on the "Select" button next to the entity name.

Welcome to the Payment Portal

The Patient Payment Portal is a simple, convenient and secure way to pay your Healthcare Provider.

Find a Provider

Enter the InstaMed Payment ID or search by name:

[samaritan]   SEARCH

Please select the healthcare provider you would like to pay:

	ID	Provider Name	City	State
SELECT	SAMARITAN.OPEN.MRI	SAMARITAN OPEN MRI	CORVALLIS	OR
SELECT	SAMARITAN.CLINICS	SAMARITAN MEDICAL CLINICS	CORVALLIS	OR

Step 4:

After selecting your desired provider you will be re-directed back to the login screen. When you log back into the Payment Portal the provider you added will be reflected in the "My Providers" box.