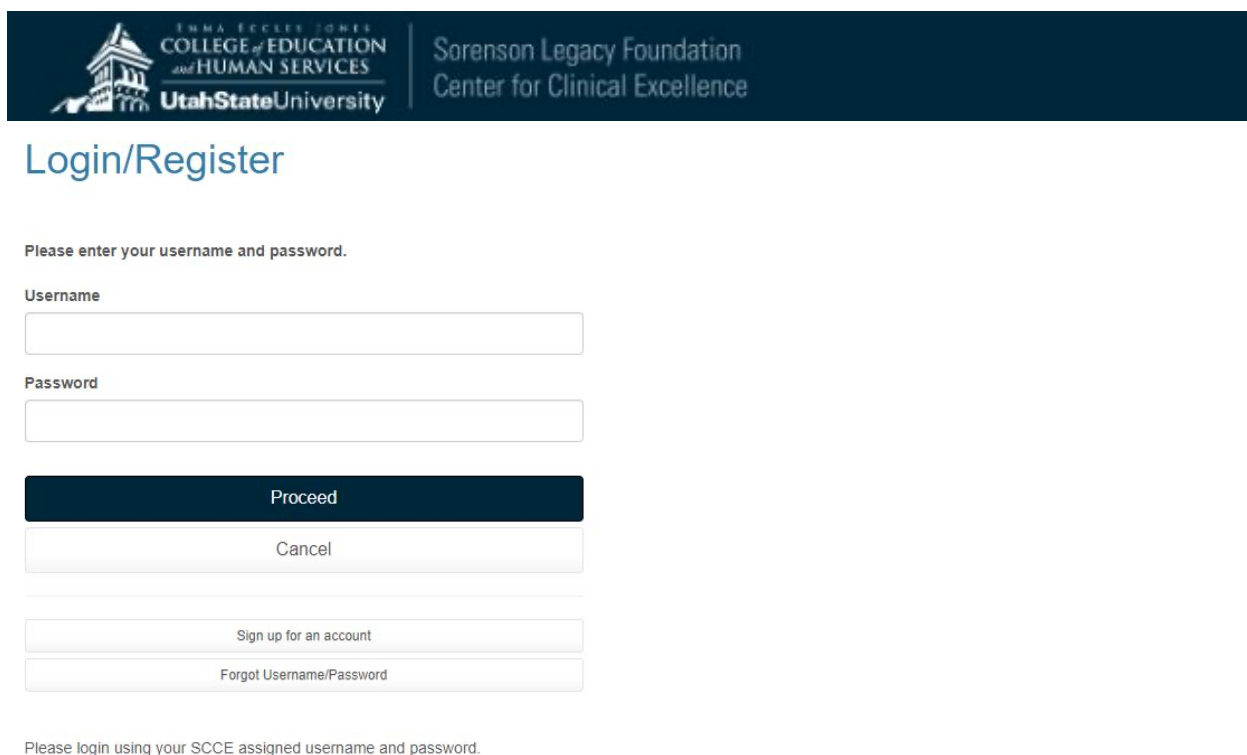


HOW TO PAY YOUR BILL ONLINE through the SCCE Patient Portal

Sorenson Center bills can be managed and paid for through SCCE's Patient Portal. Utah State University payment systems accept Mastercard, Visa, and Discover. We do not currently accept American Express.

Paying for Balance(s) through SCCE Patient Portal

1. Type https://scepatientportal.usu.edu/login_login.aspx into your web browser
2. Enter in Username and Password
 - a. If you do not have a SCCE Patient Portal account, refer to website <https://cehs.usu.edu/scce/client-resources> and navigate to Tutorial Setup Document. This is a step-by-step guide to setting up your SCCE Patient Portal account.



The screenshot shows the login/register interface for the SCCE Patient Portal. At the top, there is a dark blue header with the Utah State University logo and the text "EMMA ECCLES JONES COLLEGE of EDUCATION and HUMAN SERVICES" and "Sorenson Legacy Foundation Center for Clinical Excellence". Below the header, the title "Login/Register" is displayed in a large, blue font. The main content area has a light gray background and contains the following elements: a prompt "Please enter your username and password.", a "Username" label above a text input field, a "Password" label above a text input field, a dark blue "Proceed" button, a light gray "Cancel" button, a light gray "Sign up for an account" button, and a light gray "Forgot Username/Password" button. At the bottom, there is a small gray box with the text "Please login using your SCCE assigned username and password."

3. Enter in client's date of birth to confirm identity and click Proceed

Welcome back! To confirm your identity, you must provide the following additional personal information:

Please confirm your Date of Birth:

Date of Birth

MM/DD/YYYY

Proceed

Cancel

4. Navigate to Account Summary to see itemized statements by date of service.

[Home](#)

[Profile](#)

[Health History](#)

[Appointments](#)

[Consent Forms](#)

[Referrals](#)

[Handouts](#)

[Messages](#)

[Letters](#)

[Insurance Details](#)

[Survey Forms](#)

[Account Summary](#)

[Dependents](#)

[Change Dependent](#)

[Log Out](#)

- Click on Pay Balance

Account Summary

Total Patient Balance: \$8.2 **Pay Balance**

To view or print a statement, click on View/Print for the desired statement.

Statements for the last 15 months:

Date of Service	Provider	Stmt #	Charges	Insurance Balance	Patient Balance	
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- You have the option to pay the full balance owing or make a partial payment. Select your option and enter in the payment amount and click Continue. **Online Payments will post to the oldest balance first.**

Pay Outstanding Balance
Payment Date: 4/3/2023

Select Payment Amount

☒ Full Amount: \$8.20 ☐ Other Amount

Amount: \$

8.2

Cancel

Continue

- The following page will appear confirming that you would like to pay the indicated dollar amount. If this is correct, click Pay Now. If the dollar amount is incorrect, click cancel.

Pay Outstanding Balance
Payment Date: 4/3/2023

Your payment will be processed by Authorize.Net for the following amount:

\$8.20

Click the **Pay Now** button to proceed to Authorize.Net to finalize your payment.

Be sure to click the [CONTINUE] button after paying, to ensure that the payment posts to your account.

Cancel

Pay Now

Once you click on Pay Now, the following page will appear. Enter in your credit/debit card information and click Pay. Utah State University payment systems accept Mastercard, Visa, and Discover. We do not currently accept American Express.

 Card Number *	Exp. Date *	Card Code
Billing Address		
First Name	Last Name	
Billing Country	Zip	
USA ▼		
Street Address	City	
State	Phone Number	
Pay		Cancel

8. Once your card has successfully processed, you will see the following payment confirmation. **If you would like a receipt, print this page for your records.** Once you have printed this receipt, click Continue and you will be directed back to the Account Summary page.

Continue

Thank you for your payment.

\$ 8.2

[Hide Details](#)

Total	\$ 8.2
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Billing Information

6405 Old Main Hill Logan UT 84322 435-797-3822

Paid By Visa XXXX

Invoice Number:

Authorization Code: t

Transaction ID:

9. Once you complete your payment, you can view your online payment by clicking on View/Print next to the date of service on the Account Summary page. You will see your payment under Patient Payments.

If you have questions regarding this process and/or general account related questions, contact Sorenson Center's Billing department at 435-797-6405 for assistance.