



## Health Portal Online Bill Pay Instructions

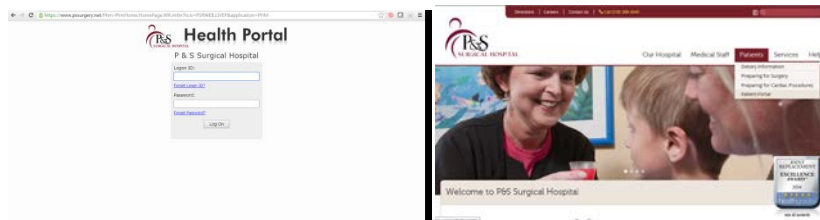
# Thank you for choosing to pay your bill online.

### General Information:

- You must be a registered user of the Health Portal to utilize the Online Bill Pay feature.
- You will be asked to enter your user ID and password to navigate to the Online Bill Pay screen.
- We accept the following credit cards: American Express, Discover, MasterCard and Visa.
- P&S Surgical Hospital is here to make paying convenient and reliable.  
Feel free to contact us regarding online bill at (318) 388-4040 (Mon – Fri, 8a – 5p)

### Accessing Health Portal:

You may access the Health Portal directly by typing the web address [www.pssurgery.net](http://www.pssurgery.net) into any web browser. It can also be access via the P&S Surgical Hospital Website under the Patients section.

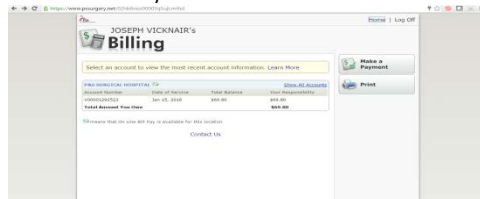


### Paying your bill:

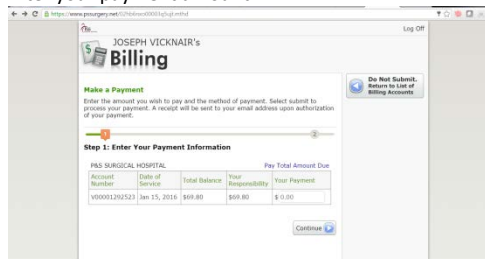
Click the Billing icon.



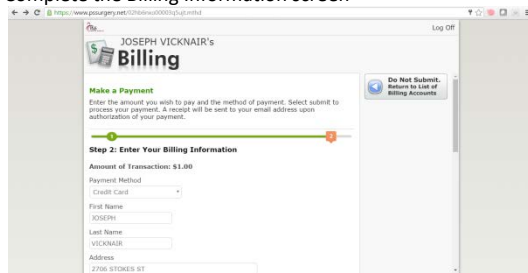
### Select Make A Payment Icon.



### Enter your payment amount.



## Complete the Billing Information screen



The screenshot shows a web browser window with the URL <https://www.pasargeny.net/32636nu0000jup.html>. The page title is "JOSEPH VICKNAIR'S Billing". There are two buttons at the top right: "Log Off" and "Do Not Submit. Return to List of Billing Accounts".

**Make a Payment**  
Enter the amount you wish to pay and the method of payment. Select submit to process your payment. A receipt will be sent to your email address upon authorization of your payment.

**Step 2: Enter Your Billing Information**

Amount of Transaction: \$1.00  
Payment Method: Credit Card

First Name: JOSEPH  
Last Name: VICKNAIR  
Address: 2766 STOKES ST

Click the Submit icon. You will receive a screen confirming your payment has been made.



The screenshot shows a web browser window with the URL <https://www.pasargeny.net/32636nu0000jup.html>. The page title is "JOSEPH VICKNAIR'S Billing". There are two buttons at the top right: "Log Off" and "Submit".

Confirm Email Address

**Credit Card Information**

Card Number  
Card Expiration Month  
Card Expiration Year  
Card Security Code

What is a security code?

Back Submit

Please contact us at (318) 388-4040 (*Mon-Fri, 8a-5p*) if you should experience any issues during the payment process or need assistance.