Signing Up for an Instamed Account
Updated 11/1/17

You can link into Instamed via Athletico.com/onlinebillpay and selecting the correct leading digits to your account # and selecting the ‘Pay Now Instamed’ button.

Make a ‘Guest’ payment, does not require an account.

Login to your Instamed Account. View Statements, make a payment, and manage your account

Sign up for an Instamed Account

Enter your First and Last name, email address & create a password.
Click ‘Sign Up’
Add a patient using your Athletico Statement to Instamed, enter the below required fields from your Statement and click save. **a statement must have been sent before a patient can be added.

**Add a Patient**

Account Number

First Name  Last Name

Statement Date

Amount Due

**No Statement?**

Alert: You will automatically be enrolled for eStatements and can update this setting at any time once enrolled.

You can now make a payment or manage your account (view statements, set up autopay, store payment methods, etc).
Adding your Mobile # for Texts:
- Go to My Profile
- Preferences
- Contact Information – add a mobile # and you will need to enter a confirmation code Instamed will send you w/in 15m to confirm.
- Go to communication preferences and add if you like text notification in addition to emails.

Setting up Automatic Payments – this will automatically pay your statement balance due without you having to lift a finger! You will receive an email or text about the payment amount and what day it will be charged to your card or withdrawn from your bank. It’s that easy!
If you have an existing Instamed Account – Add Athletico as a Payee!

1) Add a new Payee – it is important to select the correct Athletico listing as statement files are processed out of different regions, if you sign up for the wrong region it will not find you as a patient. Regions are designated by the leading 4 digits of the account # (0001,0002, etc)

Type in ‘athletico’, it will show 6 listings in the Quick find. If your account # starts with 0007 or 0009 click the search button to get more options (and don’t select from the quick drop down)

Quick Pick:
Expanded Search Options:

Athletico Physical Therapy (Acct # starts with 0001)
625 Enterprise Drive Oak Brook, IL 60523

Athletico Physical Therapy (Acct # starts with 0002)
625 Enterprise Drive Oak Brook, IL 60523

Athletico Physical Therapy (Acct # starts with 0003)
625 Enterprise Drive Oak Brook, IL 60523

Athletico Physical Therapy (Acct # starts with 0004)
625 Enterprise Drive Oak Brook, IL 60523

Athletico Physical Therapy (Acct # starts with 0006)
625 Enterprise Drive Oak Brook, IL 60523

Athletico Physical Therapy (Acct # starts with 0007)
625 Enterprise Drive Oak Brook, IL 60523

Athletico Physical Therapy (Acct # starts with 0009)
625 Enterprise Drive Oak Brook, IL 60523
Once Payee is added, click on that Payee and ‘Add New Patient Account’

Add a Patient

Account Number

First Name  Last Name

Statement Date

Amount Due

No Statement?  CANCEL  SAVE

Alert: You will automatically be enrolled for eStatements and can update this setting at any time once enrolled.