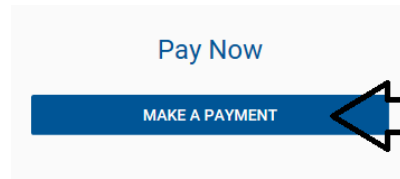




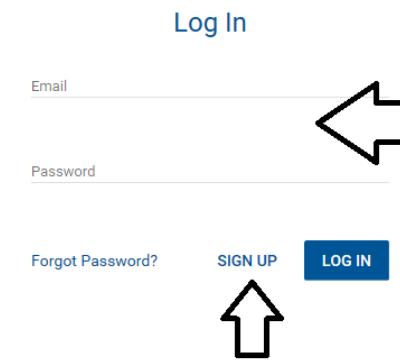
## Signing Up for an Instamed Account

Updated 11/1/17

You can link into Instamed via [Athletico.com/onlinebillpay](http://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

### Sign up for a New Account

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_

Password \_\_\_\_\_

Confirm Password \_\_\_\_\_

Enter your First and Last name, email address & create a password.

Click 'Sign Up'

CANCEL

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?](#)

[SKIP](#)

[SAVE](#)

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).



Athletico Physical Therapy (Acct # Starts With 0001)  
625 Enterprise Drive, Oak Brook, IL 60523  
(630) 575-6250

- My Profile
- Make a Payment
- Statements
- Activity
- My Wallet
- Payment Plans

### Summary

**Account Summary**

Total Balance	\$150.00
---------------	----------

**Payment Information**

Payment Amount	\$150.00
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[PAY NOW](#)

### Patient Account

<input checked="" type="checkbox"/>	Athletico Physical Therapy (Acct # starts with 0001)	Balance: \$150.00 (10/12/2017)	
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[+ Add New Patient Account](#)

### Recent Activity

(ID:0001000000236851)

- 10/12/2017 - Statement posted for \$150.00
- 10/4/2017 - Statement posted for \$150.00

### Account Settings

- Account Created
- Paperless
- Payment Methods
- Payment Plans
- Automatic Payments
- Text Alerts

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.

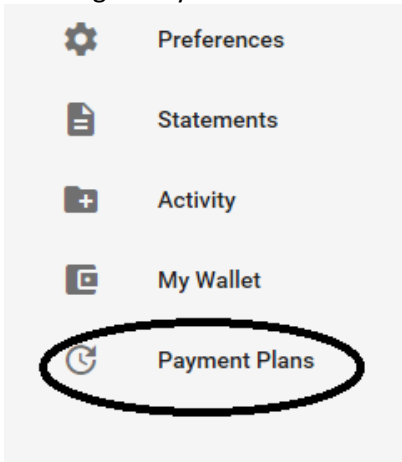
To manage alerts, simply check the box(es) and save your changes.

Note: Email is the default method of communication. If supported by your payee you may also opt in to receive Text Alerts for the categories below.

	Email	Text
Account Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Automatic Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payment Notifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payment Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statement Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[SAVE](#)

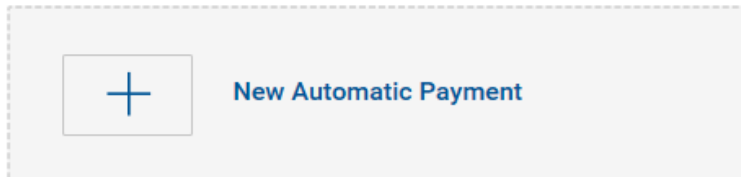
Setting up Automatic Payments – this will automatically pay your statement balance due without you having to lift a finger! You will receive an email or text about the payment amount and what day it will be charged to your card or withdrawn from your bank. It’s that easy!



### Automatic Payments

Automatically pay future statements or balances

No Automatic Payment enrollments at this time.



## 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)

### Pay Healthcare Bills

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

+ Add New

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:

### Pay Your Healthcare Bill

Make Payment To

athletico|

**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

Expanded Search Options:

[BACK](#)

[SEARCH](#)



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'



Athletico Physical Therapy (Acct # Starts With 0009)  
625 Enterprise Drive, Oak Brook, IL 60523  
(630) 575-6250

My Profile      Add New Patient Account →

Make a Payment

## 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.