

Paying an Invoice in the Family Portal

SUGGESTED FOR CLIENTS



Prior to accessing the family portal and paying invoices the admin at your care providers office will need to set up a Family Portal profile with appropriate permissions for you to pay invoices in this way. If you have any difficulty, please reach out to your care providers office.

Adding Payment Method

1. Once logged into the portal, click on your name.
2. This brings up your profile, click **Add New Method**.
3. Use the radio button to select if the payment method is either credit card or ACH/eCheck.
4. Enter the details for the corresponding payment method and click **Save**.

Paying your Invoice

1. Click on the **Invoices** tab.
2. This brings up your invoices to view and pay.
3. Select an invoice by clicking the checkbox next to the invoice.
4. Once an invoice(s) is selected, then click the **Pay Selected Invoices** button.
5. Choose a payment method from the dropdown menu.
6. Select **Pay**.



855-55-Swyft (855-557-9938)
Support@SwyftOps.com

© 2022 SwyftOps & Aegle Technologies