

How to make a

# One Time Payment



**Note:** You can save time and never miss a bill by setting up recurring payments through HealthSource RI. Please see our recurring payments guide for more information.

**Step 1:** Go to HealthSourceRI.com and click on the “Account Sign-in” link in the upper right hand corner.

- Log in by using your login username and password.

**Step 2:** Select the **Payments** tab.

- Select the **Payments** Tab from your Home Page.

### Step 3: From your **Payments Tab**, verify the **Current Amount Due**.

- Write this amount down, as the amount will need to re-entered when you make your one-time payment.

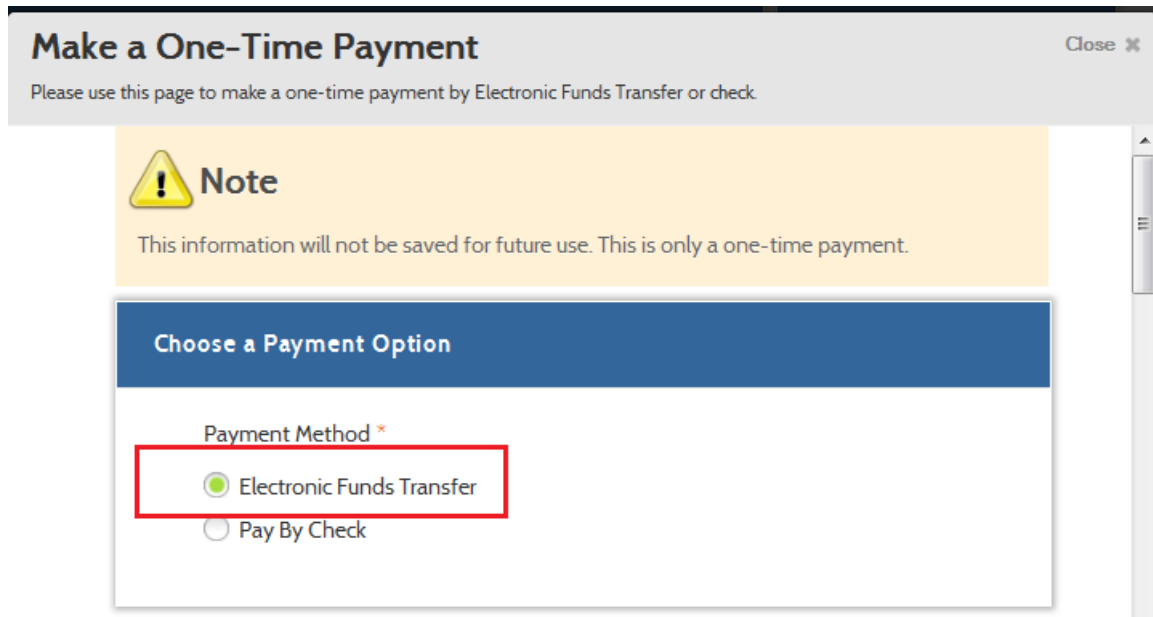
The screenshot shows the 'Payment' tab selected in a navigation menu. The main content area is divided into two columns. The left column, titled 'Current Account Activity', contains the text 'You currently don't have any Activity!'. The right column, titled 'Payments', contains the following information: 'Below is your latest payment information.', 'Last Payment: \$841.54', 'Last Payment Date: 02/19/2016', a link for 'View Full Payment History', 'Current Amount Due: \$841.54' (highlighted with a red box), 'Current Due Date: 03/23/2016', and a button labeled 'Make a One-Time Payment'.

### Step 4: Click on make a **One-Time Payment**.

This screenshot is identical to the previous one, but with a red box around the 'Make a One-Time Payment' button and a blue arrow pointing to it from the right side of the page.

### Step 5: Select the option of **Electronic Funds Transfer**.

- Be sure to have your checking routing number as well as your checking account number available.



**Make a One-Time Payment** Close ✕

Please use this page to make a one-time payment by Electronic Funds Transfer or check.

**Note**  
This information will not be saved for future use. This is only a one-time payment.

**Choose a Payment Option**

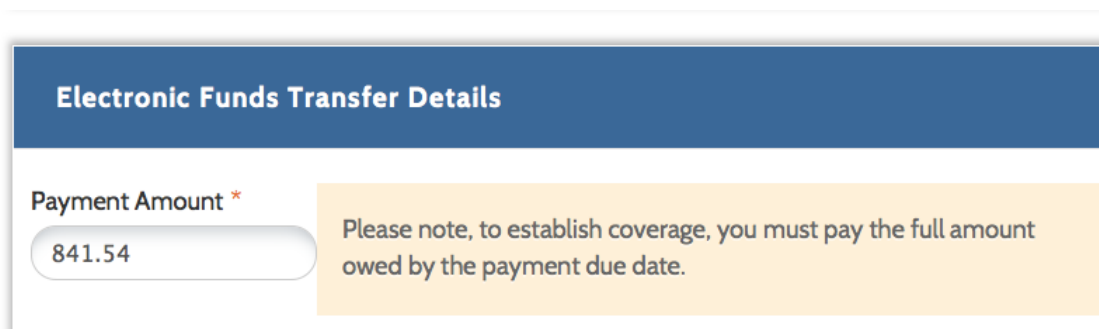
Payment Method \*

Electronic Funds Transfer

Pay By Check

### Step 6: Scroll Down to the Payment Amount and **Confirm the Payment Amount**.

- If the payment amount you would like to pay is different, replace with the new amount.



**Electronic Funds Transfer Details**

Payment Amount \*

841.54

Please note, to establish coverage, you must pay the full amount owed by the payment due date.

### Step 7: Type in the **account holder's** name.

- Enter the account holder's name as it appears on your check.

## Payment Details

### Account Holder Information

First Name \* 
 Middle Name 
 Last Name \*

**Step 8:** Enter the **Routing Number** and **Account Number** (you can find these numbers on your check).

### Make a One-Time Payment Close ✕

Please use this page to make a one-time payment by Electronic Funds Transfer or check.

Routing Number \*

Account Number \*

Verify Account Number \*

#### Sample Check

Here is an example of a check where you can find your bank routing and account numbers. These numbers must be filled in to set up a payment.

Bank Routing Number
Account Number
Check Number

**Step 9:** Read the **Terms & Conditions Agreement** and click the box if you agree.

### Terms & Conditions Agreement

Yes, I have read and agree to the terms and conditions of the RI UHIP Exchange payment services

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**Step 10:** Review all that information you entered to make sure it's accurate. Once you're ready, click **Submit Payment**.

**Step 11:** You will now see the below message with your **Payment Transaction #**.

- Be sure to write this number down for future reference because you cannot return to this screen.

• **Thank You!**  
Your ACH payments request has been received. **Payment Transaction #: 114298**