

# MediPay

## Request Payments Instructions

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*How to Request Payments to your medical or dental practitioner*

## Step 1: LOGIN

- Go to the [medipay.com.au](http://medipay.com.au) homepage and click on **LOGIN** (top navigation bar)
- You will now be directed to the **MediPay Customer Portal**  
<https://secure.medipay.com.au>
- The LOG IN screen will be displayed
- Enter your **User Name** and **Password**



### LOG IN

Welcome to Medipay Customer Portal

**Username**

**Password**

## Step 2: Payment Plan Details

Once you have successfully logged in the summary page will be displayed.



Home Ms Samantha Smith ▾

### Loan for Laser Eye Surgery - Lasik Eye Surgery

Loan No.	15250118	Current balance	\$0.00
Matures	7/09/2019	Term (months)	48
		Term remaining (months)	48

### Accounts

Please click or tap the account below to view more information or rename it. You can also click and drag the accounts into the order you would like.

Number	Description	Balance
10000006	Easy Payment Plan	\$0.00
		\$0.00

Click on the account area as outlined above.

The account screen will now be displayed which allows you to view the detail on your account.



Home [Transfer Funds](#) [Request Payment](#) Ms Samantha Smith ▾

Click the name below to personalise your account

### Easy Payment Plan

Account No.	10000006	Current balance	\$0.00
Minimum instalment (per month)	\$168.80	Next instalment due	08/10/2015

### Transactions

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Date	Description	Debit	Credit	Balance
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## Step 3: Requesting a Payment

To request a payment click on the “Request Payment” link.

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Enter the details as requested in the Payment Request Form.



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## New payment request

### Supplier Details

Supplier name

If there is more than one supplier, please submit one request per supplier.

BSB

XXX-XXX

Account number

### Payment Details

Payment description

For example, "Dental Implants - Dental surgeon costs".

Amount

Payment date

 

Supporting document

 

For example, an invoice, estimate of fees or a receipt.

- Enter the Name of the medical supplier to receive the payment
- Enter the BSB number for the bank account of the supplier
- Enter the account number for the bank account of the supplier
- Type a description
- Enter the amount to pay the supplier
- Select the payment date from the Calendar (click the calendar icon to see a calendar) or enter a date directly
- Select any supporting documentation that is required. Click on the "Browse" button to display the drive / folders from which a selection can be made.
- Click on "**Request Payment**".

- Once the payment has been successfully requested, the summary of the payment will be displayed as below.

**The Payment Requested will now be processed and the supplier will usually be paid within 24 hours (subject to bank working days)**



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## Payment Requested

Your payment request has been sent for processing with the following details:

### Supplier Details

**Supplier name**

Bubbings

**BSB**

000-123

**Account number**

123456789

### Payment Details

**Payment description**

Hardware

**Amount**

\$10,000.00

**Payment date**

11/09/2015

**Supporting document**

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