MediPay
Request Payments Instructions

How to Requests Payments to your medical or dental practitioner
Step 1: LOGIN

- Go to the 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
Step 2: Payment Plan Details

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

Loan for Laser Eye Surgery - Lasik Eye Surgery

<table>
<thead>
<tr>
<th>Loan No.</th>
<th>Current balance</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>15250118</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Matures 7/09/2019 Term (months) 48 Term remaining (months) 48

Accounts

Please click on 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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000006</td>
<td>Easy Payment Plan</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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.

Step 3: Requesting a Payment

To request a payment click on the “Request Payment” link.
Enter the details as requested in the Payment Request Form.

- 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.

All Payment Requests are processed at the end of each week (prior to 2pm on the Friday) with the funds generally received by your medical or dental service provider the following Tuesday.

For example if you submit a Payment Request on a Wednesday funds will generally be received by your practitioner on the following Tuesday.

Please plan ahead.

In the event the funds are required to be paid urgently please email customercare@medipay.com.au or call 1 800 810 950
We can usually accommodate urgent payments with funds generally received by your medical or dental service provider within 24 to 48 hours.