

## Access the Patient Account Page

- Click the **Patients** tab, enter the patient name, and click **Search**
- Click the **Payment Plans** tab
- Click the **Action** button and select **Refinance Contract** from the dropdown menu
- You will be brought to the Patient Account Management page

## Change Invoice Dates for the Entire Payment Schedule

- Click the **Edit** button
- Select the date for the new payment schedule   
• The date selected will be applied to all upcoming invoices
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**

## Change the Monthly Payment Amount

- Click the **Edit** button
- Select the amount for the new monthly payment   
• All upcoming monthly payment amounts will be adjusted
- The number of Remaining Payments will increase or decrease accordingly
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**

## Change the Length of the Contract

- Click the **Edit** button
- Select the number of Remaining Payments months   
• All monthly payment amounts will increase or decrease accordingly
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**

## Adjust the APR Percentage of the Contract

- Click the **Edit** button
- Increase or decrease the APR finance percentage
  - You are only able to adjust the percentage if the contract is signed with interest
  - Interest can not be added to a contract originally signed at 0% APR
- Note the reason for the adjustment at the bottom of the page
- Enter your PIN/Password as required
- Click **Save**

Interest Rate *
0.00%
Previous Interest Rate: 0.00%
Suggested Interest Rate: 0.35%