



Online Payment Portal Instructions

1. To pay your outstanding balance or session fees, please visit the homepage of the ASPIRE Clinic's website (www.aspireclinic.org) and click on the "pay for services online" link.
2. Once arriving at the pay portal, scroll down the page and click on the ASPIRE Clinic Session Fee tile under "Products".
3. Here, you will be able to make a payment. **Enter the amount of your session fee or the amount on the ASPIRE invoice in the "session fee" field.** The quantity can remain at "1" - or the quantity can reflect the number of sessions you would like to pay for. For example, if you would like to pay for 3 sessions (\$15.00 per session), you can change the quantity to "3" and the total payment would be \$45.00. Note that the outcome would be the same if you left the quantity at "1" and entered \$45.00 in the session fee field.

Next, choose "add to cart".

The screenshot shows a web browser window with the URL 'The University of Georgia'. The page title is 'Aspire Clinic Session Fee'. The breadcrumb trail is 'Home / Aspire Clinic / Aspire Clinic Session Fee'. On the left is the ASPIRE CLINIC logo. The main content area has two input fields: 'Session Fee: *' with a dollar sign and a placeholder 'Enter your amount', and 'Quantity:' with a placeholder '1'. Below these fields is an 'Add To Cart' button. The footer contains copyright information for TouchNet and a privacy statement link.

4. Next, type in your first and last name - this is required. Then, click "continue".
5. You will be able to review your payment amount before checking out. If the amount is correct and matches the amount invoiced or your session fee amount, click "checkout".
6. Next, you will have 2 options -- a "login" option or a "checkout as guest" option. **Please choose "checkout as guest" and simply enter your preferred email address.** Ignore the login portion at the top and DO NOT register for a username and password. (See the screenshot on the following page)

The screenshot shows a mobile checkout interface. At the top, there are five navigation icons: a shopping cart for 'My Cart', a truck for 'Delivery', a credit card for 'Payment', a thumbs up for 'Confirmation', and a list icon for 'Receipt'. Below this is a 'Login' section with a red 'X' over it. It contains 'Username:' and 'Password:' labels, corresponding input fields, a 'New User? Register Now' link, and a 'Login' button. The 'Contact Information' section has an 'Email: *' label and an input field containing 'name@email.com'. A green circle highlights the email field, and another green circle highlights the 'Continue Shopping' and 'Checkout as Guest' buttons. A red asterisk indicates required information. The footer contains copyright information for TouchNet and the TouchNet logo.

7. Please enter your credit card information and billing address information and continue with the steps to finalize your payment. Thank you!