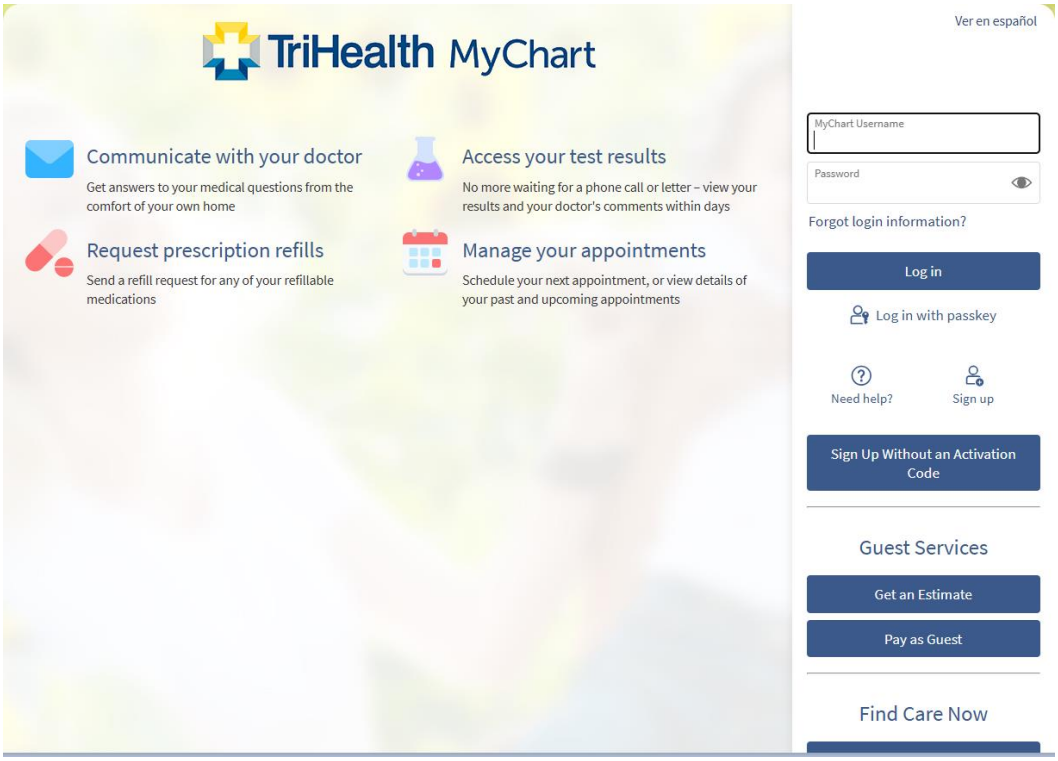
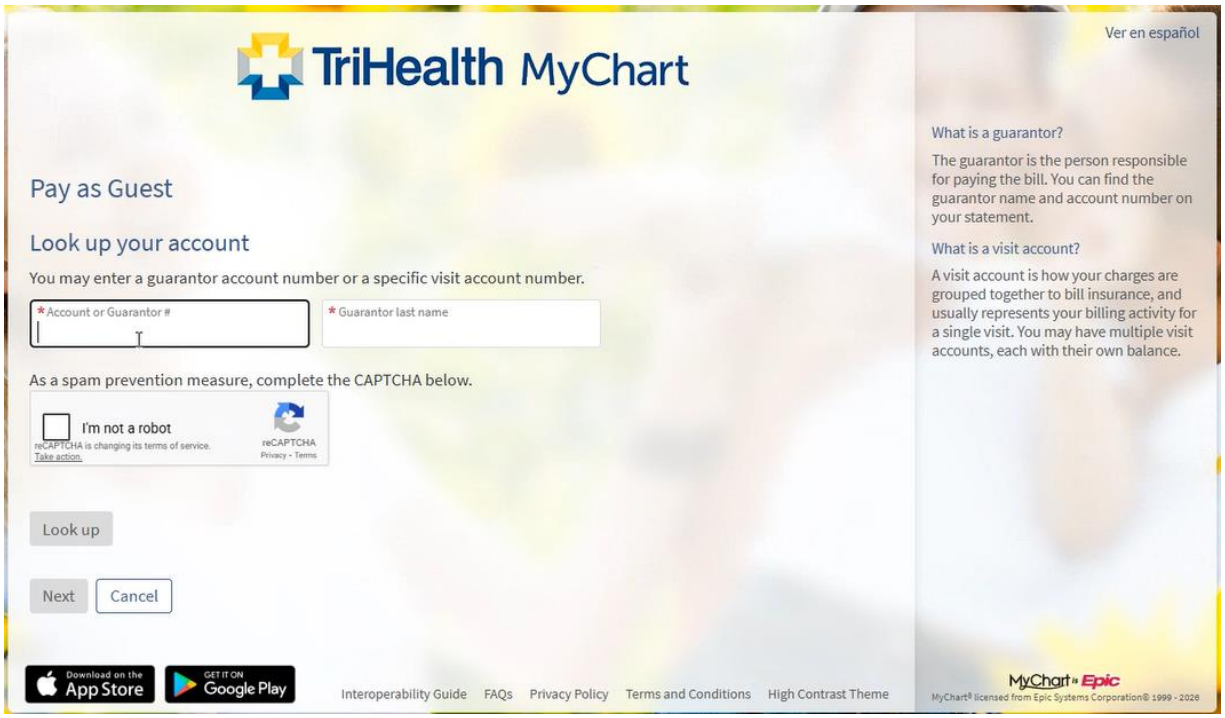
MyChart Pay as Guest

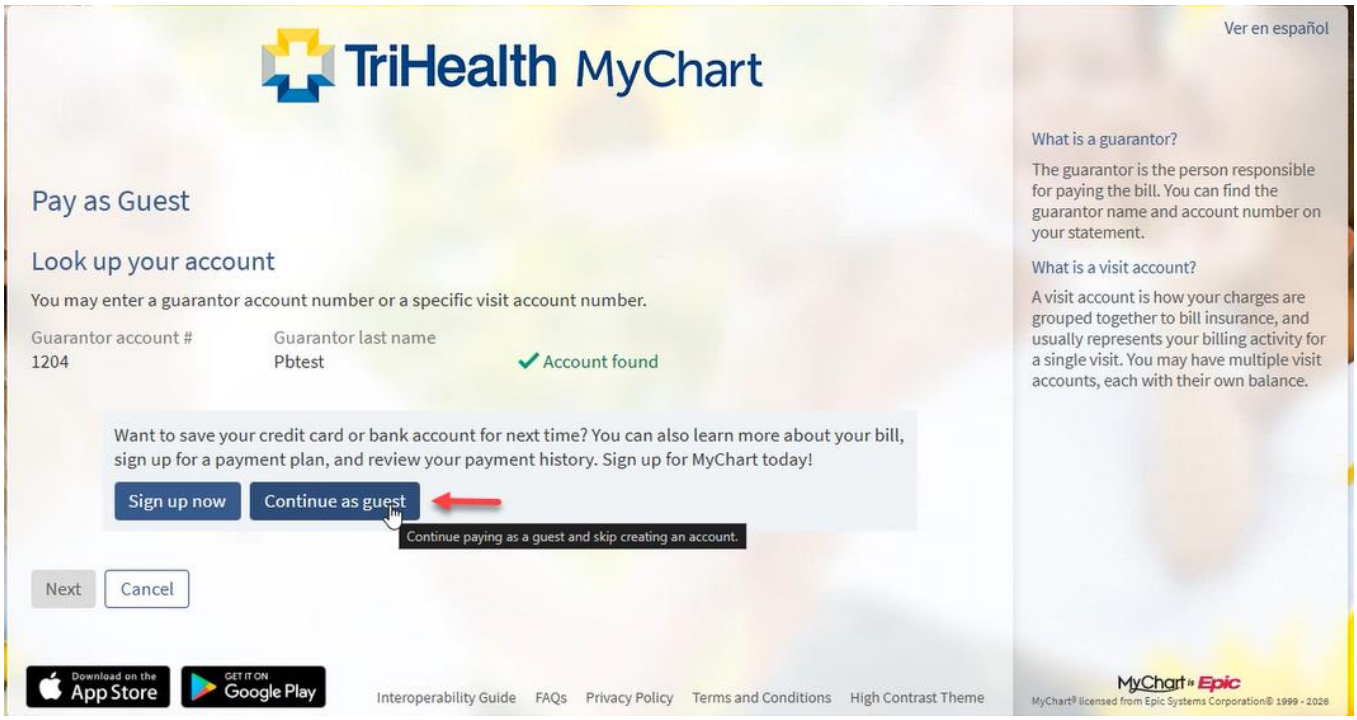
- Patient selects **Pay as Guest** from MyChart home page.



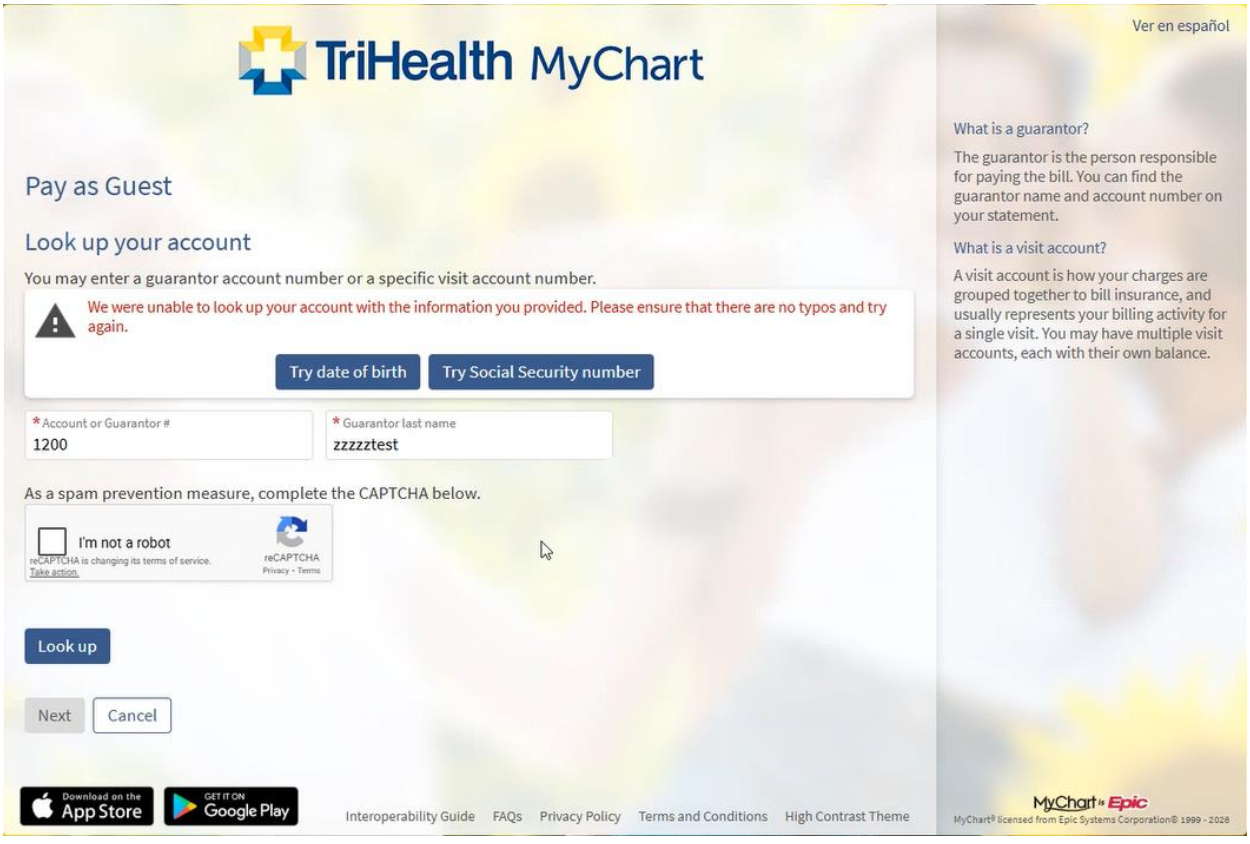
- In the Pay as Guest window, enter Account or Guarantor number and Guarantor last name. In addition, the user must confirm "I'm not a robot". After information is entered, select **Lookup**.



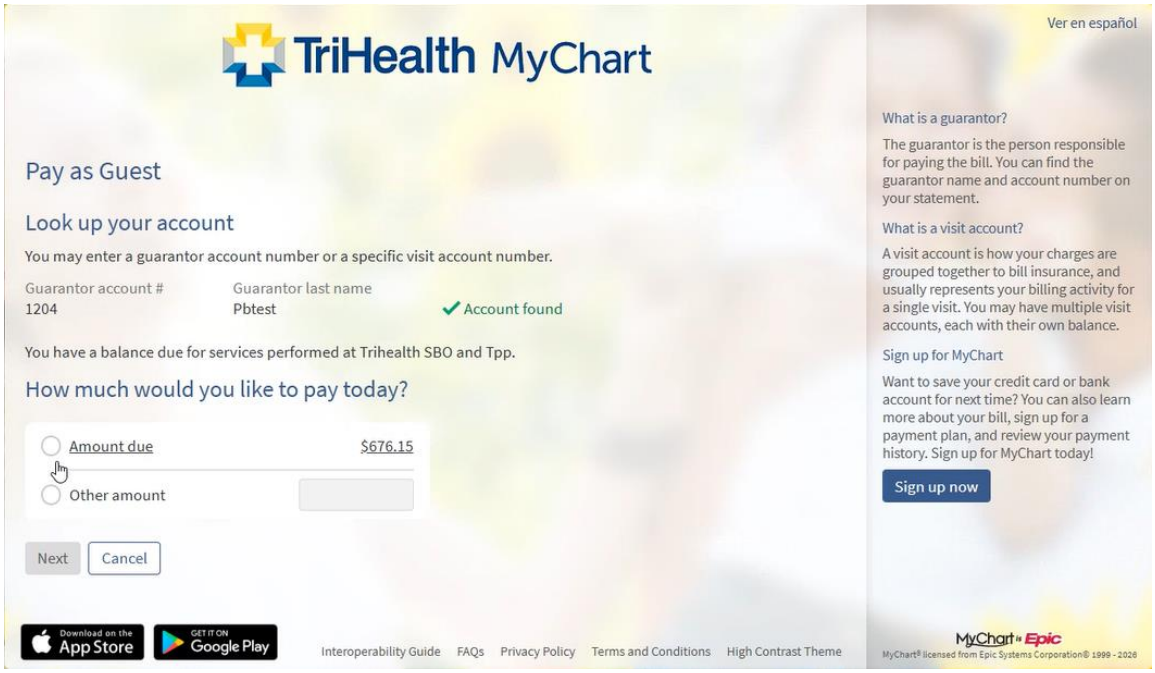
- If information is correct, the account is listed and user must select **Continue as Guest**.



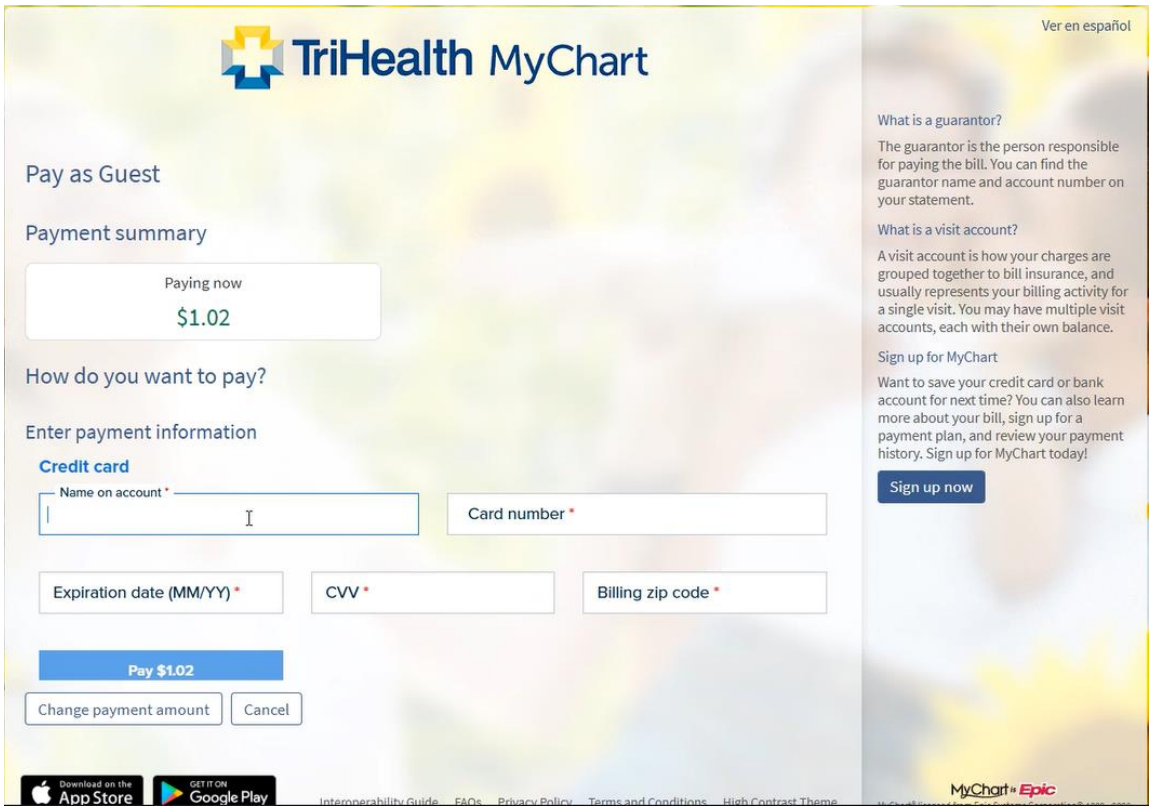
- If information provided does not match with a guarantor, the user will be prompted to enter a date of birth or social security number.



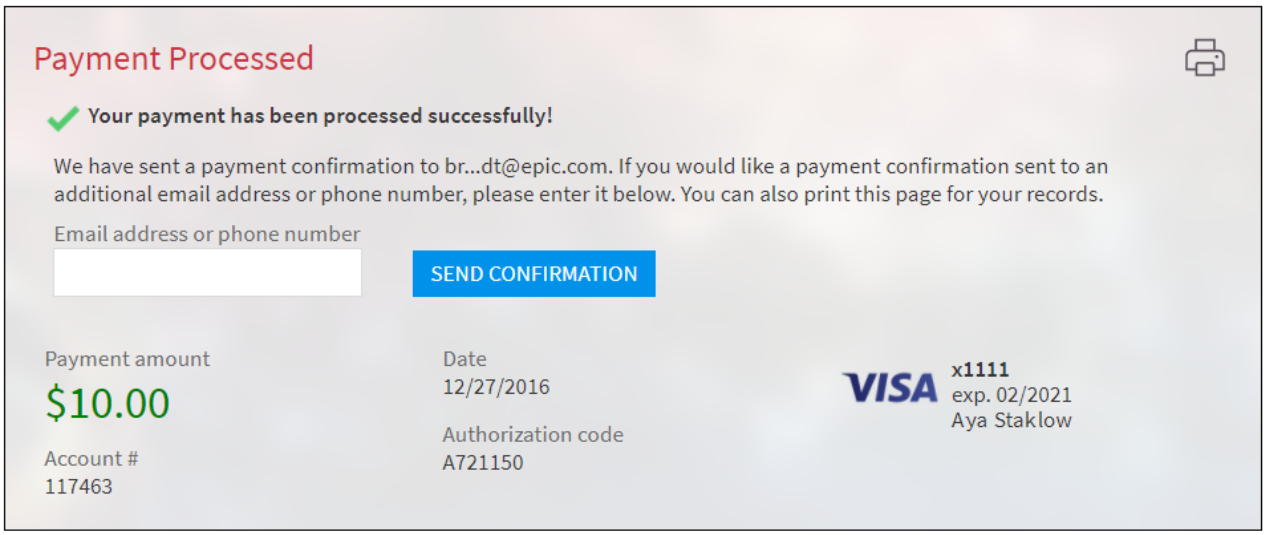
- Once correct guarantor information has been confirmed, the user must select the amount they are paying. Select or enter the amount and click **Next**.



- The user must enter the credit card information. When information is correctly entered, select **Pay**.



- Upon successful payment, user will receive a Payment Processed message.



After someone makes a payment through Pay as Guest, they see this confirmation page when their payment has been processed.