

Welcome to the new online payment portal for paying your Clear Spring Health plan Premiums. It's very simple to sign up and convenient to use.

- 1. Go to the Clear Spring Health payment portal website: <u>https://login.clearspringhealthcare.net/</u>
- 2. Click on "Sign up".
- 3. Fill out all of the required fields. Be sure to write down your username and password for future reference. Click "Register" and a verification email will be sent to you to complete the registration.

Clear Spring Health				
Create Account				
Email *				
Password *				
First name *				
Last name *				
Member Id *				
Birth Date *				
Home Zip *				
* indicates required field				
Register				
Back to sign in				

YOUR DASHBOARD

- 4. Once you log in, the dashboard will appear.
- 5. Click the "Pay Here" button.



- 6. The payment portal main screen will appear. This is where you can view recent charges and payments.
- 7. To make a one-time payment, click on the "Make A Payment" button.

	Residential Address	Billing A	ddress	Contact Information	
r Spring Health Premier RX (PE	DP)				
Current Balance	Recent Charges				
\$64.60	Invoice Number	Invoice Perio	d Due From Member	Due From SSA/RRB	Total Charged
Member Responsibility	XXXXXXX	July 2022	\$64.60	\$0.00	\$64.60
\$64.60	XXXXXX	June 2022	\$46.40	\$0.00	\$46.40
MAKE A PAYMENT	XXXXXXX	April 2022	\$31.80	\$0.00	\$31.80
Our records indicate, that you currently owe a balance. Please click the button above to make a payment	Recent Payments				
Current Payment Method Direct Bill	Payment Received Date	Total Paid	Payment Type		Status
CHANGE PAYMENT METHOD	05/05/2022	\$3.60	ACH		Processed
	08/03/2021	\$13.60	ACH		Processed
	07/07/2021	\$13.60	ACH		Processed
	06/04/2021	\$13.60	ACH		Processed
	05/11/2021	\$13.60	ACH		Processed
	06/04/2021 05/11/2021 04/09/2021	\$13.60 \$13.60 \$13.60	ACH ACH ACH		



YOUR DASHBOARD continued

- 8. Select which type of account that the money will be withdrawn from: Checking or Savings. You cannot use a credit card to make a payment.
- 9. Enter the routing number indicated in orange, and the account number which is indicated in green.
- 10. Select the amount you wish to pay using the drop-down menu and select "Pay Now".

	Residential Address	Billing Address	Contact Information
Clear Spring Health Premier RX (PDP)			
Make Payment Current Balance/Amount to Pay \$64 60	All payment will be submitted for processing toda. Name on Account *	y – please allow several days for processing payment.	
φ01.00	Account Type * Checking Savings Routing Number * Account Number *	YOUR NAME T234 Main Street Anywhere, 0H 00000 DATE PAY TO THE ORDER OF	123
	Payment Amount \$64.60 * CANCEL, DO NOT PAY PAY NOW	NUMBER NUMBER NUMBER	

TO CHANGE YOUR BILLING OPTION

1. Click on the "Change	Clear Spring Health Premier RX (PDP)	Residential Address	Billing Addr	ress	Contact Information	
Payment Method" button.	Clear Spring Health Premier RX (PDP)	Recent Charges Invoice Number 300000X 30000X 30000X Recent Payments Payment Received Date 05/05/2022 06/03/2021 07/07/2021	Iteration Iteration July 2022 July 2022 June 2022 April 2022 Total Paid S.8.60 \$13.60 \$13.60	Due From Member 544 60 544 40 531 60 9yment Type ACH ACH	Due From \$\$ARKB \$0.00 \$0.00 \$0.00	Total Charged 564.60 \$46.40 \$31.80 Frocessed Processed
		06/04/2021 05/11/2021	\$13.60	ACH ACH		Processed
		04/09/2021	\$13.60	ACH		Processed



2. The screen shown to the right will display. Select one of the four options and click the "Save Changes" button to save your selection.

Update Billing Info

Change Payment Method To

Send Me A Bill Please allow up to one month for change to take effect due to processing time.

- O Withhold From My Social Security Please Allow up to two months for withhold to take effect due to processing time.
- Withhold From My Railroad Retirement Please Allow up to two months for withhold to take effect due to processing time.
- Monthly Withdrawal From My Bank Account
 Please allow up to one month for change to take effect due to
 processing time.
 Update Banking Information

GO BACK SAVE CHANGES

IF YOU NEED TO RESET YOUR PASSWORD

- 1. Select "Forgot Password" near the bottom of the sign-in screen. An email with instructions on how to reset your password will be sent.
- 2. You will be asked to answer the challenge question you selected when registering the account. Enter the answer and click "Reset Password".
- 3. Enter and save your new password.

Clear Spring Health	
	Clear Spring Health
Sign In to the Clear Spring Health Member Payment Portal	
Username	Answer Forgotten Password Challenge
Password	What is the food you least liked as a child?
Remember me	Show
Sign In	Reset Password
Need help signing in?	Back to sign in
Forgot Password?	
Help	

IF YOU NEED HELP setting up your online pay account, contact us:

1-877-317-6082

membersupport@clearspringhealthcare.com

