

Starting on April 25, 2018 we will be offering more options for you to receive invoices and make payments. Now in addition to a paper statement by mail, you can receive an email, text message or recorded phone call. One time payments can be made without registering for an account, or you can choose to register for an account where you can:

- View current and past invoices
- Make partial payments
- Schedule auto payments
- Schedule future payments
- Store credit card or bank draft account information

We have made these improvements with your convenience in mind. The new secure portal can be accessed by visiting <https://atkinsonpharmacy.msspmt.com/>. Should you have any questions, don't hesitate to give us a call at 904-637-0128 or an email to [AR@AtkinsonPharmacy.com](mailto:AR@AtkinsonPharmacy.com)

Please see below for a quick step by step guide to setup an account.

Sincerely,

The Atkinson's Pharmacy Team

## Option # 1

Don't want to setup an account? No problem! Follow the 3 easy steps to make your payment.



## Make Payments

**Billing Information**    Payment Information    Results

### Billing Information

Please enter your billing information below.

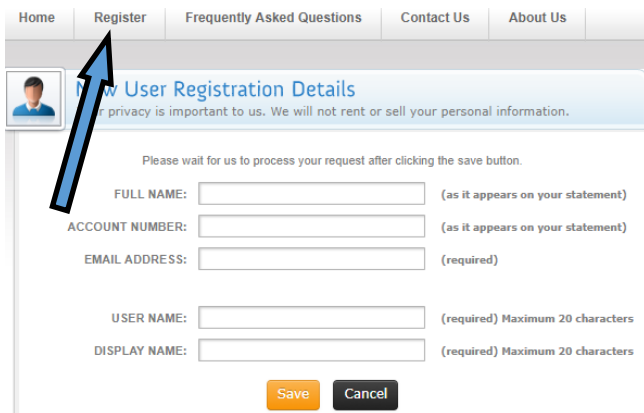
|             |   |
|-------------|---|
| Home        | <input type="text" value="Your Name"/>    |
| Address 1   | <input type="text" value="Your Address"/> |
| Address 2   | <input type="text"/>                      |
| City        | <input type="text" value="Your City"/>    |
| State       | <input type="text" value="Your State"/>   |
| Postal Code | <input type="text" value="Your Zip"/>     |
| Phone       | <input type="text" value="Your Phone"/>   |

## Option # 2: Setup An Account

*In 3 Simple Steps!*

### Step 1

Click "Register" & fill out the 5 different fields.



Home **Register** Frequently Asked Questions Contact Us About Us

**New User Registration Details**

Please wait for us to process your request after clicking the save button.

FULL NAME:  (as it appears on your statement)

ACCOUNT NUMBER:  (as it appears on your statement)

EMAIL ADDRESS:  (required)

USER NAME:  (required) Maximum 20 characters

DISPLAY NAME:  (required) Maximum 20 characters

### Step 2

Check your email for a link to activate. Click the link and you will be taken to Confirm Registration Details page.

ACCOUNT #:

EMAIL ADDRESS:  required

RE-ENTER:  required

### Login Information

USER:

USER NAME:

PASSWORD:  required

PASSWORD RE-ENTER:  required

I AGREE  [With the disclaimer \(click to view\)](#)

### Step 3

Your ready to login!

**Secure Login**

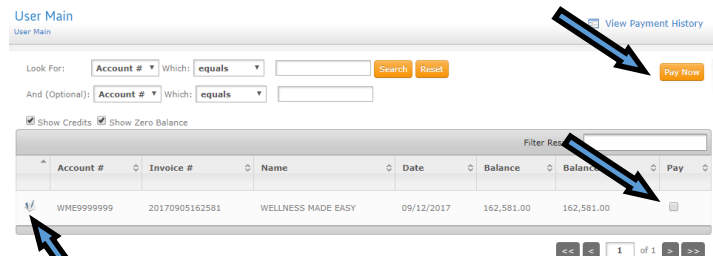
Username:

Password:

## Once You Are Logged In...

Easily view current and past invoices, pay bills and setup payments.

Click here to pay your bill.



User Main

Look For: Account # Which: equals Search Reset

And (Optional): Account # Which: equals

Show Credits  Show Zero Balance

| Account #  | Invoice #      | Name               | Date       | Balance    | Balance    | Pay |
|------------|----------------|--------------------|------------|------------|------------|-----|
| WME9999999 | 20170905162581 | WELLNESS MADE EASY | 09/12/2017 | 162,581.00 | 162,581.00 |     |

Click here to view a copy of your bill.

## How to Set Up Auto Pay

Click "My Profile" found in upper right


**Metro Test User**


[My Profile](#) | [Sign Out](#)





Click "Manage Payments"

**Profile Management**

**Manage My Profile**  
Maintain your personal details and payment information 

**Manage Password & Email**  
Change your password and update your email address 

**Manage Accounts**  
Use this form to add or delete accounts 

**Manage Payments**  
Manage payment methods, recurring payments and view payment history 

## Save a Credit Card or Bank Info

Manage Payment Information  
 User Main >> Profile Maintenance >> Manage Payment Information

Payment Methods | **Scheduled Payments** | Payment Reports

### Payment Methods

You can use this form to save payment methods you want to use in the future. This will prevent you from having to re-enter information again when making a payment. Saved payment methods are also used when making automatic payments.

Payment accounts can only be added or deleted. Changes in information on the accounts such as date or CCV codes result in getting a new account on the database. If the expiration date needs to be changed, please delete the account and then add it back with the new date.

#### Set Up Your Payment Methods

Payment Method

#### Billing Information

Name on Account

Address 1

Address 2

City

Click on the "Scheduled Payments" tab, and then on the pencil. This will expand the drop down...

Manage Payment Information  
 User Main >> Profile Maintenance >> Manage Payment Information

Payment Methods | **Scheduled Payments** | Payment Reports

### Scheduled Payments

**Future Payments (0)**

Future payments are scheduled for payment at a later date. Use the payment form to select a date to pay a document in the future.

There are no future payments pending.

**Recurring Payments (0)**

Recurring payments can be scheduled here to be paid automatically using parameters such as payment method, payment date and maximum amount to pay.

|  | Account Type | Account No. | Pay Method | Term | Max Amount |   |
|--|--------------|-------------|------------|------|------------|---|
|  | Statement    | WME9999999  |            |      |            | ✗ |

...and from there you can schedule auto payments (recurring payments)

**Recurring Payments (0)**

Recurring payments can be scheduled here to be paid automatically using parameters such as payment method, payment date and maximum amount to pay.

|  | Account Type | Account No. | Pay Method | Term | Max Amount |   |
|--|--------------|-------------|------------|------|------------|---|
|  | Statement    | WME9999999  |            |      |            | ✗ |

You are scheduling an automatic payment. This will result in an automatic payment transaction occurring each month. You will not be notified prior to the transaction but will receive a receipt afterwards. To acknowledge that you understand and agree to this automatic payment, please check the boxes below.

**Payment Method:**

**Fee:** \$0.00

**Maximum Amount:**

**Payment Term:**

**Days Before Due Date:**

Automatically Apply Credits  
 I approve this automatic payment and associated fees