

# How to Make a One-Time Payment

Overview of the process of making a payment in BMT.

1. Navigate to the Billing Section and click on the Invoices tab.
2. Enter the Group/Subgroup you wish to make a payment for.
3. Click on the Make a One-time Payment link.

**DELTA DENTAL** Benefit Manager Toolkit SIGN OUT

**Billing**

**Invoices** My Reports Historical Reports EBill Recurring ACH Setup

As Of Date: 05/10/2022

Group: [ ] Subgroup ID: 0001 [ ]

RESET

Group: [ ] Subgroup: 0001 [ ] Total Balance: \$948.05 **Make a One-time Payment**

From Date: mm/dd/yyyy To Date: mm/dd/yyyy **SUBMIT**

• Date Range is optional. If not specified will default to the last 3 months worth of processed invoices

Group Reports Subgroup Reports

Name	Invoices	Start Date	End Date	Status
Invoice	1	02/01/2022	02/28/2022	Active
Invoice	1	01/01/2022	01/31/2022	Active
Invoice	1	12/01/2021	12/31/2021	Active

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**i** In the popup that appears, the Total Account Balance will appear automatically.

**Select Invoices**

Group: [ ] Account Balance: \$948.05 View: Total Account Balance

You may either select All Invoices to pay, or up to 100 invoices to pay. By selecting the top checkbox, all invoices will be selected. Or you can click on individual checkboxes (up to 100) to pay specifically.

<input type="checkbox"/>	Invoice #	Invoice Type	Group - Subgroup ID	Invoice Date	Due Date	Invoice Amount	Total Amount
<input type="checkbox"/>	RIS000	Invoice	[ ]	02/01/2022	02/05/2022	\$948.05	\$948.05

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**CANCEL** **PAY SELECTED INVOICES**

4. Using the dropdown in the upper right corner, select 'Past Due' or 'Future Due' as a way to sort invoices and select which you'd like to pay.



5. After selecting one or more invoices, click on the Pay Selected Invoices button which has now been enabled.


 You can select up to 100 invoices or select 'All'.

Select Invoices ×

Group  Account Balance \$948.05 View

You may either select All Invoices to pay, or up to 100 invoices to pay. By selecting the top checkbox, all invoices will be selected. Or you can click on individual checkboxes (up to 100) to pay specifically. PAY SELECTED INVOICES

<input type="checkbox"/>	Invoice #	Invoice Type	Group - Subgroup ID	Invoice Date	Due Date	Invoice Amount	Total Amount
<input checked="" type="checkbox"/>	RIS000 	Invoice		02/01/2022	02/05/2022	\$948.05	\$948.05

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CANCEL PAY SELECTED INVOICES

## 6. In the Select Payment Method section, if you have not saved a payment method, you will have the ability to add a New Payment Method, and then optionally save that method to be used next time.

**i** The number of selected Invoices, as well as the Payment Amount you are about to pay, will now appear.

Make a One-time Payment

Group: [redacted] Account Balance: \$948.00

Make a Payment for Selected Invoices

Selected Invoices: 1 Payment Amount: \$948.00

Select Payment Method

Saved Payment Methods

Add a New Payment Method

ACH  Save Payment Method to Accounts

Bank Information

Name on Account: Sandy Test

Email: [redacted].com

Routing Number: [redacted] Recurring Routing Number: [redacted]

Account Number: [redacted] Recurring Account Number: [redacted]

By clicking Submit, I agree to the following: I hereby authorize Dicks Denial, its subsidiaries and affiliates to initiate a one-time withdrawal (ACH) from the account indicated above. I understand that I am responsible for any fees incurred due to my payment being rejected for processing by my bank. Rejected payments may cause my account to become delinquent and a claim hold will be placed on my account until outstanding invoices are paid in full.

CANCEL BACK SUBMIT

**💡** If you have saved one or more payment methods, you will be able to select from the dropdown.

Select Payment Method

Saved Payment Methods

ACH Account Ending 9991

Email: [redacted]

Add a New Payment Method

## 7. After selecting Submit, you will be taken to the Payment Confirmation screen with a Confirmation Number.

### Payment Confirmation

Request Submitted

Payment registration has been submitted on the behalf of the following account:

Confirmation Number : **py\_1Kxt6dByPjUE1bW56QUPF4oM**

Group : [REDACTED]

Receive Date : 05/10/2022

A confirmation email has been sent to : ki-[REDACTED].com

[RETURN TO BILLING](#)

### DELTA DENTAL

 Benefit Manager Toolkit ®

## Billing

Invoices My Reports Historical Reports EBill Recurring ACH Setup

As Of Date: 05/10/2022 Group: [REDACTED] Subgroup ID: [REDACTED]

Group: [REDACTED] Subgroup: [REDACTED] **Total Balance: \$0.00** Make a One-time Payment

From Date: mm/dd/yyyy To Date: mm/dd/yyyy [SUBMIT](#)

• Date Range is optional. If not specified will default to the last 3 months worth of processed invoices

[Group Reports](#) [Subgroup Reports](#)

Name	Invoices	Start Date	End Date	Status
<a href="#">Invoice</a>	1	02/01/2022	02/28/2022	Active
<a href="#">Invoice</a>	1	01/01/2022	01/31/2022	Active
<a href="#">Invoice</a>	1	12/01/2021	12/31/2021	Active

 Users will also receive a confirmation email.

 Once you close the popup, the Total Balance will reflect the Payment that was submitted.