

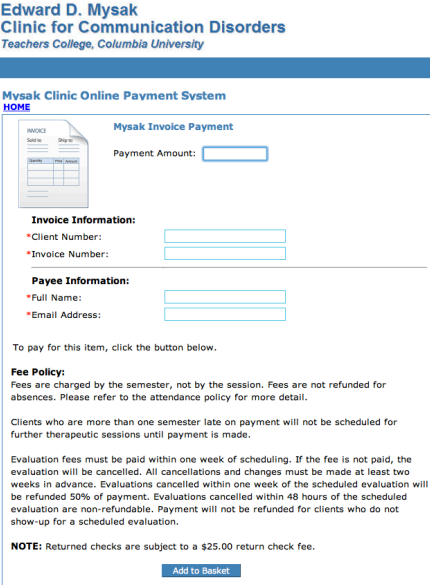
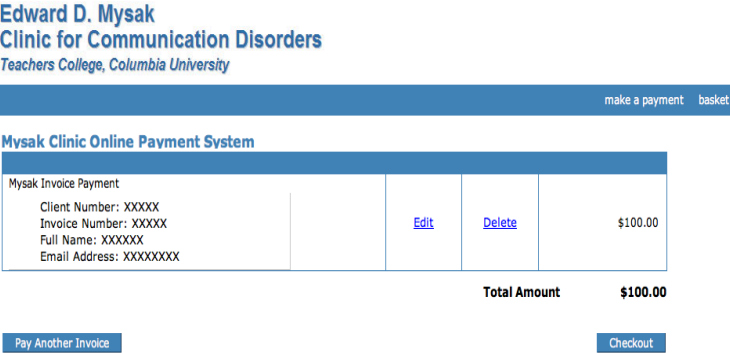
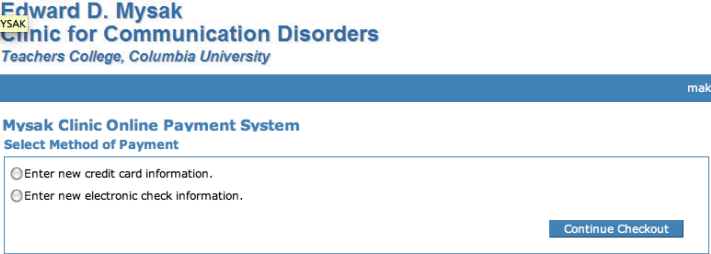
How to pay your Mysak Clinic bill online...

Step One:

Start by visiting the **Mysak Clinic** home page at www.tc.columbia.edu/centers/mysak/

On the left hand side of the home page you will see a sidebar that provides different site links.

Click the link for **“Pay Clinic Fees Online.”**

 <p>Edward D. Mysak Clinic for Communication Disorders Teachers College, Columbia University</p> <p>make a payment basket</p> <p>Mysak Clinic Online Payment System HOME</p> <p>Mysak Invoice Payment</p> <p>Payment Amount: <input type="text"/></p> <p>Invoice Information:</p> <p>*Client Number: <input type="text"/></p> <p>*Invoice Number: <input type="text"/></p> <p>Payee Information:</p> <p>*Full Name: <input type="text"/></p> <p>*Email Address: <input type="text"/></p> <p>To pay for this item, click the button below.</p> <p>Fee Policy: Fees are charged by the semester, not by the session. Fees are not refunded for absences. Please refer to the attendance policy for more detail.</p> <p>Clients who are more than one semester late on payment will not be scheduled for further therapeutic sessions until payment is made.</p> <p>Evaluation fees must be paid within one week of scheduling. If the fee is not paid, the evaluation will be cancelled. All cancellations and changes must be made at least two weeks in advance. Evaluations cancelled within one week of the scheduled evaluation will be refunded 50% of payment. Evaluations cancelled within 48 hours of the scheduled evaluation are non-refundable. Payment will not be refunded for clients who do not show-up for a scheduled evaluation.</p> <p>NOTE: Returned checks are subject to a \$25.00 return check fee.</p> <p><input type="button" value="Add to Basket"/></p>	<p>Step Two:</p> <p>You will be linked to the payment homepage (shown on the left). Here you must enter:</p> <ul style="list-style-type: none">• The Amount To Be Paid in the <i>Payment Amount</i> field• Account Number• Invoice Number• Full Name• Email Address <p>Scroll down if necessary to hit “Add to Basket.”</p> <p>Note: When finished a receipt will be sent to the provided email address.</p>																									
 <p>Edward D. Mysak Clinic for Communication Disorders Teachers College, Columbia University</p> <p>make a payment basket</p> <p>Mysak Clinic Online Payment System</p> <table border="1"><thead><tr><th colspan="5">Mysak Invoice Payment</th></tr></thead><tbody><tr><td>Client Number: XXXXX</td><td></td><td>Edit</td><td>Delete</td><td>\$100.00</td></tr><tr><td>Invoice Number: XXXXX</td><td></td><td></td><td></td><td></td></tr><tr><td>Full Name: XXXXXX</td><td></td><td></td><td></td><td></td></tr><tr><td>Email Address: XXXXXXXX</td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Total Amount \$100.00</p> <p><input type="button" value="Pay Another Invoice"/> <input type="button" value="Checkout"/></p>	Mysak Invoice Payment					Client Number: XXXXX		Edit	Delete	\$100.00	Invoice Number: XXXXX					Full Name: XXXXXX					Email Address: XXXXXXXX					<p>Step Three:</p> <p>The next page (shown on left) will provide you with an opportunity to edit any provided information or to delete the payment information.</p> <p>If you do not wish to change any of the information hit “checkout.”</p>
Mysak Invoice Payment																										
Client Number: XXXXX		Edit	Delete	\$100.00																						
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 <p>Edward D. Mysak Clinic for Communication Disorders Teachers College, Columbia University</p> <p>make a payment basket</p> <p>Mysak Clinic Online Payment System</p> <p>Select Method of Payment</p> <p><input type="radio"/> Enter new credit card information.</p> <p><input type="radio"/> Enter new electronic check information.</p> <p><input type="button" value="Continue Checkout"/></p>	<p>Step Four:</p> <p>Here you have the option of paying by credit card or by electronic check.</p> <p>Once you have indicated your preference, hit “Continue Checkout.”</p>																									

Mysak Clinic Online Payment System

Enter check information

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

Account Type Checking Savings

Routing Transit Number [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(You'll have a chance to review this order before it's final.)

Step Five:

For electronic checks, you will need to provide the following information:

- Bank Account Number
- Indicate Savings/Checking
- Routing Transit Number*
- A link on the page will explain where to find your routing transit number if you are not sure.

Your Name and Email Address will be automatically added to the form.

When done, hit "Continue Checkout."

Mysak Clinic Online Payment System

Enter credit card information

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Email Address

(You'll have a chance to review this order before it's final.)

Step Six:

For credit cards, you will be asked to provide the following information:

- Credit Card Number
- Expiration Month
- Expiration Year
- Address
- City
- State
- Zip Code
- Country

Your Name and Email Address will be automatically added to the form.

When done, hit "Continue Checkout."

Step Seven: You will be given an opportunity to finalize all information and then hit "Complete Checkout."

Step Eight: A receipt will be sent to the provided email address.

Thank you.

Questions, comments, or concerns can be directed to mysakclinic@tc.columbia or 212-678-3409.