HOW TO PAY YOUR BILL ONLINE through the SCCE Patient Portal

Sorenson Center bills can be managed and paid for through SCCE’s Patient Portal. Utah State University payment systems accept Mastercard, Visa, and Discover. We do not currently accept American Express.

Paying for Balance(s) through SCCE Patient Portal

1. Type [https://sccepatientportal.usu.edu/login_login.aspx](https://sccepatientportal.usu.edu/login_login.aspx) into your web browser
2. Enter in Username and Password
   a. If you do not have a SCCE Patient Portal account, refer to website [https://cehs.usu.edu/scce/client-resources](https://cehs.usu.edu/scce/client-resources) and navigate to Tutorial Setup Document. This is a step-by-step guide to setting up your SCCE Patient Portal account.
3. Enter in client’s date of birth to confirm identity and click Proceed
Welcome back! To confirm your identity, you must provide the following additional personal information:

Please confirm your Date of Birth:

Date of Birth

**MM/DD/YYYY**

Proceed  Cancel

4. Navigate to Account Summary to see itemized statements by date of service.
5. Click on Pay Balance

6. You have the option to pay the full balance owing or make a partial payment. Select your option and enter in the payment amount and click Continue. **Online Payments will post to the oldest balance first.**

7. The following page will appear confirming that you would like to pay the indicated dollar amount. If this is correct, click Pay Now. If the dollar amount is incorrect, click cancel.

Once you click on Pay Now, the following page will appear. Enter in your credit/debit card information and click Pay. **Utah State University payment systems accept Mastercard, Visa, and Discover. We do not currently accept American Express.**
8. Once you card has successfully processed, you will see the following payment confirmation. If you would like a receipt, print this page for your records. Once you have printed this receipt, click Continue and you will be directed back to the Account Summary page.

Thank you for your payment.

$ 8.2

9. Once you complete your payment, you can view your online payment by clicking on View/Print next to the date of service on the Account Summary page. You will see your payment under Patient Payments.

If you have questions regarding this process and/or general account related questions, contact Sorenson Center’s Billing department at 435-797-6405 for assistance.