

## Instructions for PayPal Online Payments

1. You will click on one of the three buttons “Pay Bill”, “Donate”, or “Pre-Pay Mail Order”.
2. Once the button is clicked, the PayPal portal will appear. Once the portal appears please type in the amount being paid in the “Item Price” box.
3. Once the price is typed in, you can either login into PayPal or if you do not have an account you can click on “Don’t have a PayPal account?”.
4. If you have a login proceed as usual when making normal payment transactions by verifying that all information is correct.
5. If you do not have an account, when you click on “Don’t have a PayPal account?” You will be given the option to fill out all your information manually. Credit Card number, expiration date, CSC, First and Last name, Address, City, State, Zip Code, Telephone, and e-mail address.
6. Please make sure all data is correct that was entered. Once you’ve verified then click “Review and Continue”.
7. Review your information once again. Under the “Shipping Information” there is a note that states “Please add your account number and DOB” click on “Add”.
8. Once you’ve clicked on “Add”, type in the message box the correct account number and date of birth. This will ensure that the payment is posted to the correct Person and Account.
9. Once information is entered click “Save”.
10. Verify information and then click “Pay Now”.
11. Please print receipt for your records.

If you have any questions you can call our Customer Service Department at 314-367-5820 x2304 or e-mail [customerservice@mhdchc.org](mailto:customerservice@mhdchc.org).

Thank you for choosing Myrtle Hilliard Davis Comprehensive Health Centers, Inc.  
as your health care provider.