In this tutorial, you will learn how to:

- **Submit payment** using an online payment tool in the eCredentialing portal.
- Process payment using either a **credit card** or **electronic check**.
- Ensure the practitioner’s Memorial Hermann eCredentialing application is submitted after payment is rendered.
Memorial Hermann enhanced the eCredentialing experience with an electronic practitioner online payment (ePOP) solution.

ePOP allows for a more simple credentialing fee payment process for Memorial Hermann hospitals and MHMD membership* listed within the practitioner’s eCredentialing application.

Say goodbye to individual paper checks** for each Memorial Hermann hospital and/or MHMD membership and hello to credit card or electronic check payments.

*MHMD membership payment will be a separate invitation for initial applicants.

**Not applicable for surgery or endoscopy centers
The **Review, Pay, and Submit** tab will show the **Payment** button if payment is due in order to submit your application.

Click the **Payment** button to open ePOP and make an electronic payment.
The **Payment Summary** in ePOP lists all of the Memorial Hermann hospitals and/or membership fee total(s), excluding surgery and endoscopy centers.

Scroll down to the **Billing Information** section to enter your **name**, **address** and **email address**, which will immediately receive an email containing the receipt at the conclusion of the transaction.

Click **Save & Continue** to select the payment type.
Select your preferred method of electronic payment as:

- Credit Card
- Automated Clearing House (ACH)/eCheck

To pay with a credit card, enter the:
- Card Number
- Expiration Date
- CVV

To pay with ACH/eCheck, enter the:
- Check Type (Personal or Business)
- Account Type (Checking or Business)
- Account Number
- Routing Number

The transaction amount lists the total from the summary screen. Click PROCESS TRANSACTION to submit the payment.
The **Transaction Results** include
- the Payment Result
- Payment Amount
- Confirmation Number and
- Credit Card information if used

Click **Logout** to exit the screen and return to the **eCredentialing portal and application**.
Select the **Submit** button to complete the security questions for submission. Be sure to **remove any pop-up blockers** on your internet browser to view the security questions.

The practitioner will be prompted to input their **social security number** (xxx-xx-xxxx) and **date of birth** (MM/DD/YYYY) to **electronically sign** all of forms within the application.

Documents will display as a dropdown of PDF hyperlinks with electronic signatures. Your application has now been submitted to the Credentialing department. **Thank you for completing your eCredentialing application.**
The Memorial Hermann eCredentialing Payment email includes the Payment Invoice, which outlines the
• Payment Type
• Payment Date
• Facilities or Membership and
• Payment Details

The email will automatically be sent after the payment is processed.

*Keep the receipt for your records.*
How to Pay Credentialing Fees

Credentialing fees for Memorial Hermann endoscopy and surgery centers need to be mailed directly to the facility.

To locate the facility’s address, visit Memorial Hermann's website.
Conclusion

This concludes the Memorial Hermann eCredentialing Tutorial: How to Pay Credentialing Fees