ASPIRE Clinic
UNIVERSITY OF GEORGIA
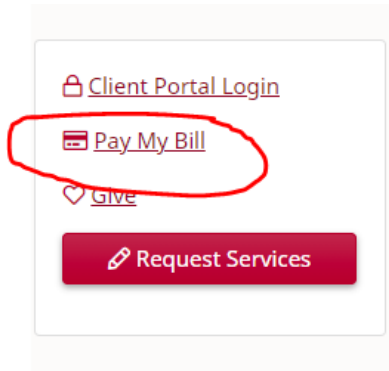
Online Payment Portal Instructions

1. To pay your outstanding balance or session fees, please visit the ASPIRE Clinic's website (https://www.fcs.uga.edu/aspireclinic) and click on the "pay my bill" link.

2. Once arriving at the pay portal, scroll down the page and click on the ASPIRE Clinic Session Fee tile under "Products".

3. Here, you will be able to make a payment. **Enter the amount of your session fee or the amount on the ASPIRE invoice in the "session fee" field**. The quantity can remain at "1" - or the quantity can reflect the number of sessions you would like to pay for. For example, if you would like to pay for 3 sessions ($15.00 per session), you can change the quantity to "3" and the total payment would be $45.00. Note that the outcome would be the same if you left the quantity at "1" and entered $45.00 in the session fee field.

    Next, choose "add to cart".
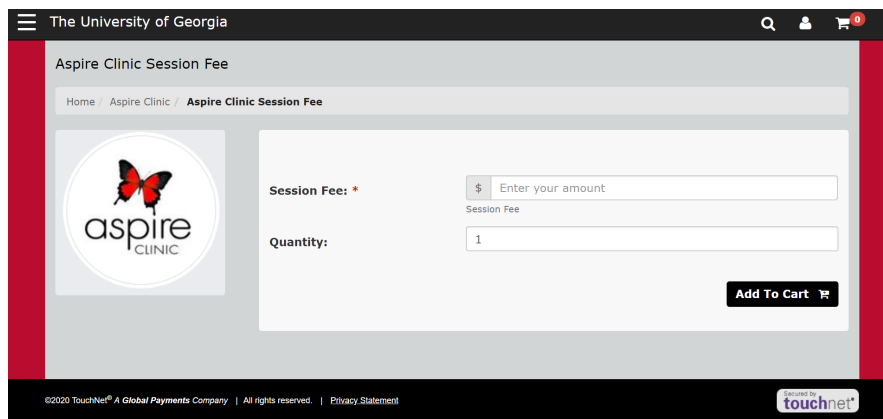
4. Next, type in your first and last name - this is required. Then, click "continue".

5. You will be able to review your payment amount before checking out. If the amount is correct and matches the amount invoiced or your session fee amount, click "checkout".

6. Next, you will have 2 options -- a "login" option or a "checkout as guest" option. **Please choose "checkout as guest" and simply enter your preferred email address**. Ignore the login portion at the top and DO NOT register for a username and password. (See the screenshot below)

7. Please enter your credit card information and billing address information and continue with the steps to finalize your payment. Thank you!