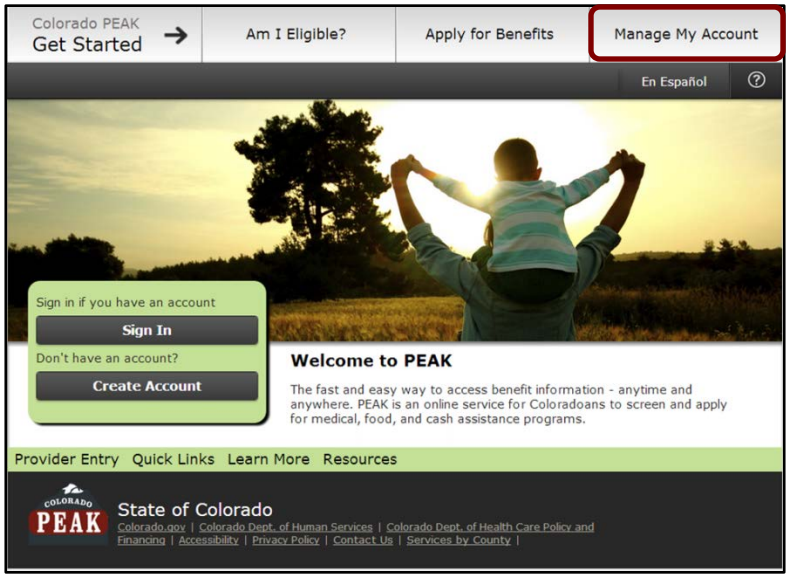
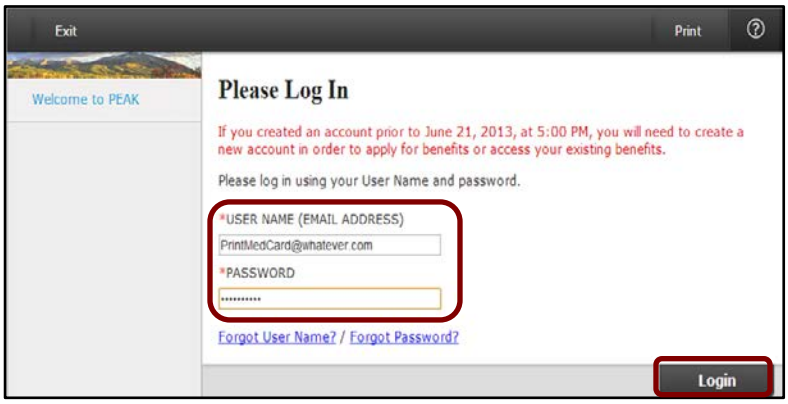
Instructions for Making a CHP+ Enrollment Fee Payment (Single or Multiple Payments) and Reviewing Payment History

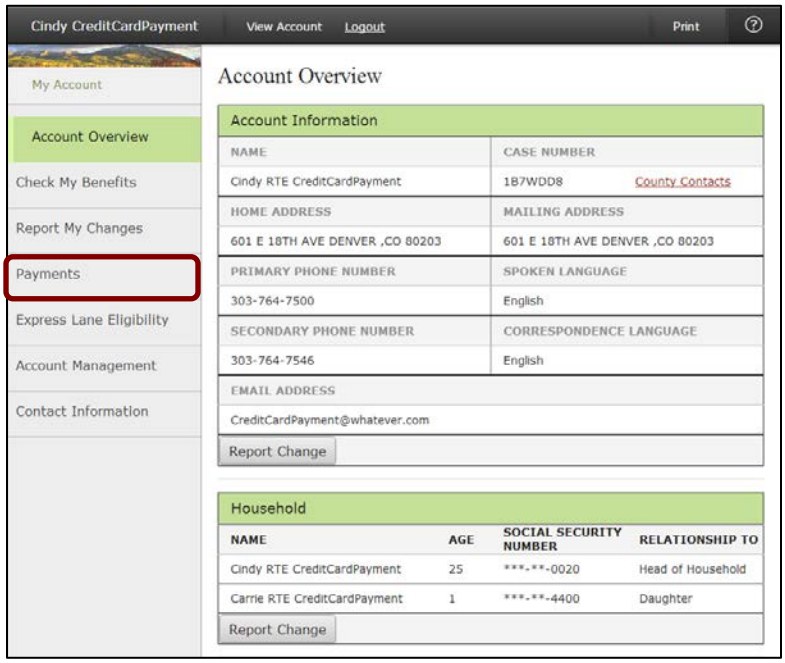


1.
Select the **Manage My Account** button from the menu at the top of the PEAK home page.



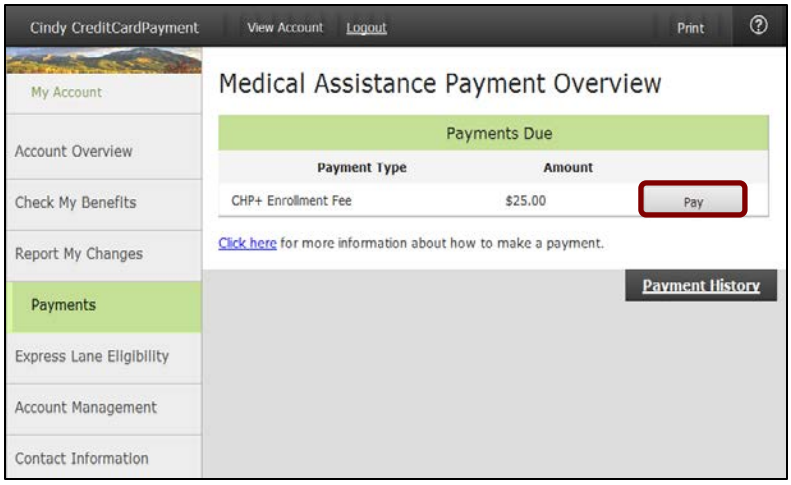
2.
Enter the **USER NAME (EMAIL ADDRESS)** and **PASSWORD**. If either is unknown, click on the appropriate link **Forgot User Name?** or **Forgot Password?** and follow the instructions.

Select **Login**.

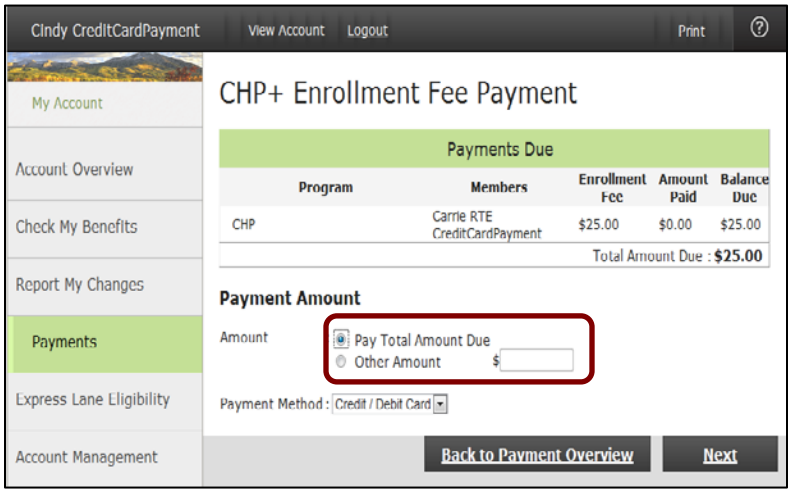


3.
The first page to display is Account Overview.

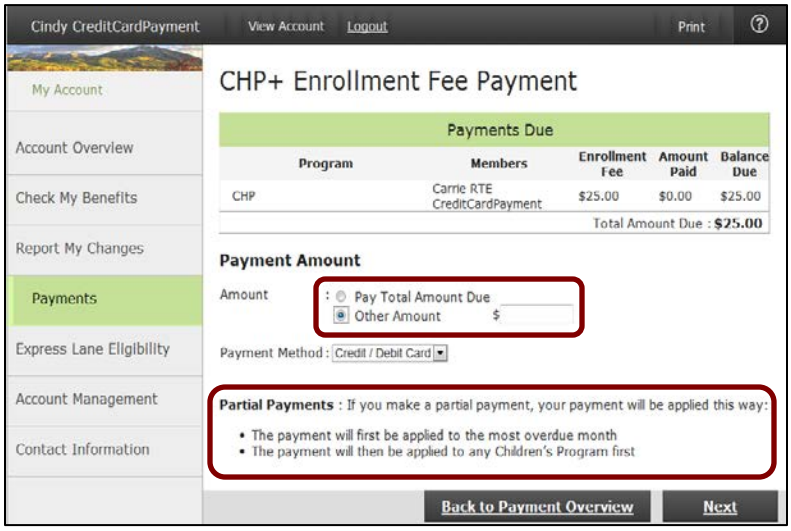
From the left navigation panel, select **Payments**.



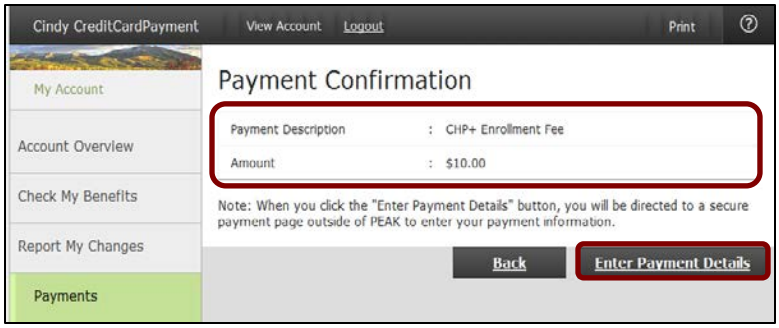
4.
On the Medical Assistance Payment Overview page, select the **Pay** button.



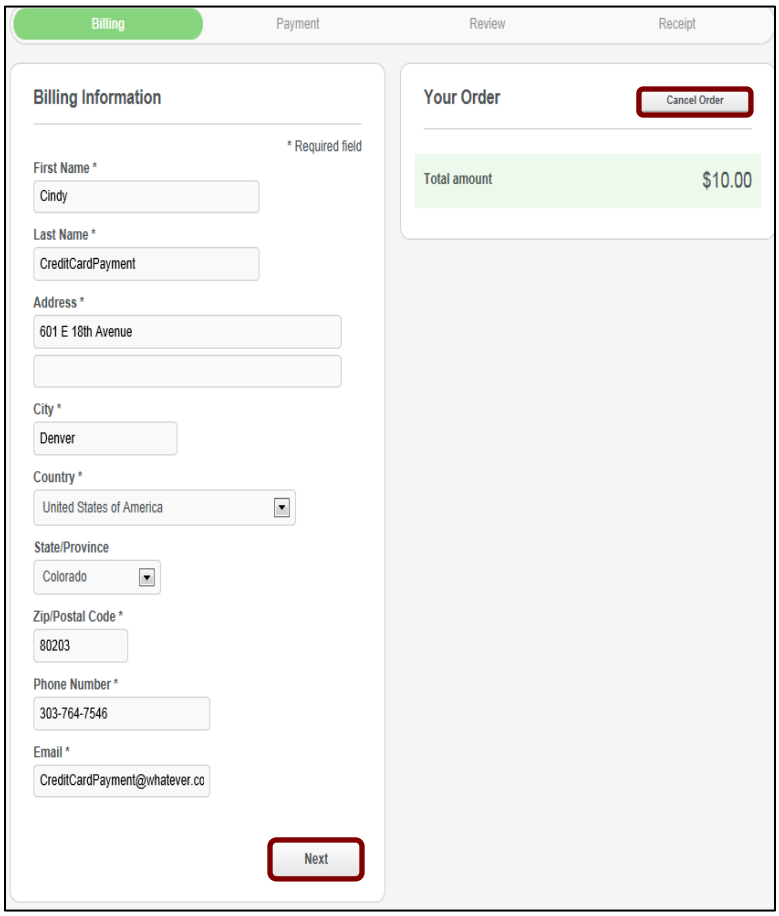
5A.
On the CHP+ Enrollment Fee Payment page, select **Pay Total Amount Due**, or



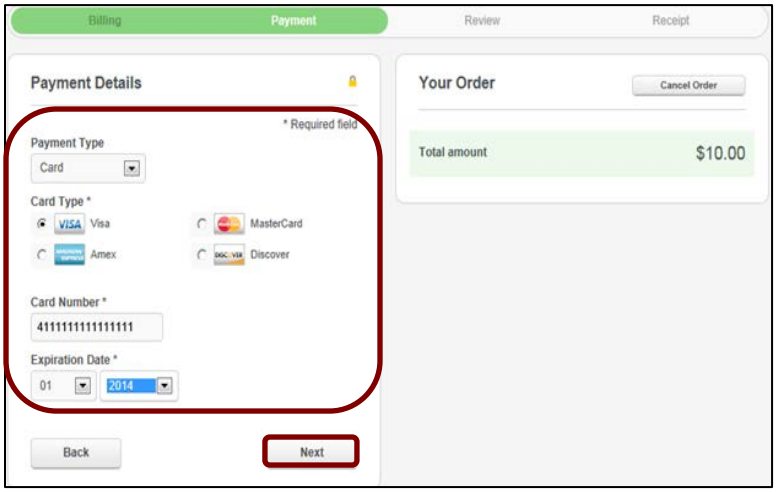
5B.
Select **Other Amount**, and enter the amount in the **$** field. **Note**: If you opt to make a partial payment, the Partial Payments text displays dynamically. Select the **Next** button once you have completed Step 5A or 5B.



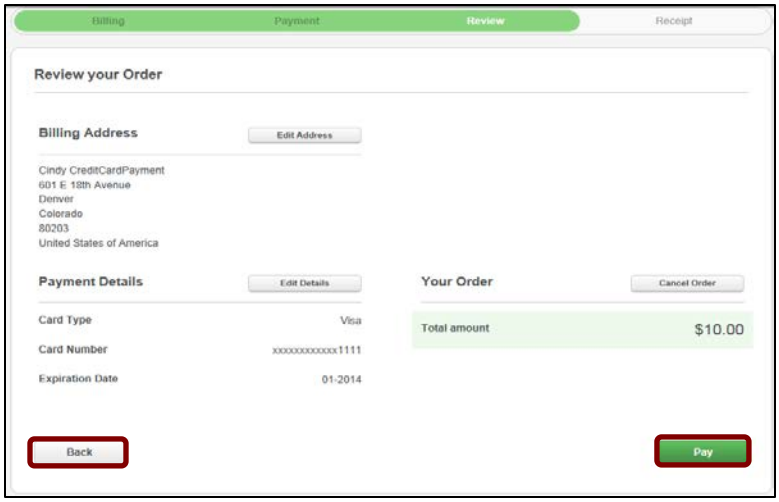
6.
The Payment Confirmation page displays with the amount of payment selected on the CHP+ Enrollment Fee Payment page. Select the **Enter Payment Details** button.



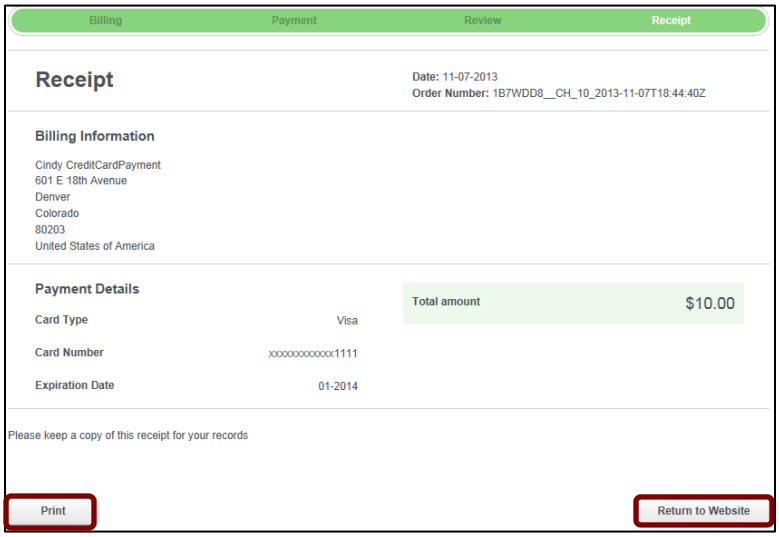
7.
The Wells Fargo Billing Information page displays. Enter your billing information. Select the **Next** button to proceed or the **Cancel Order** button to return to PEAK.



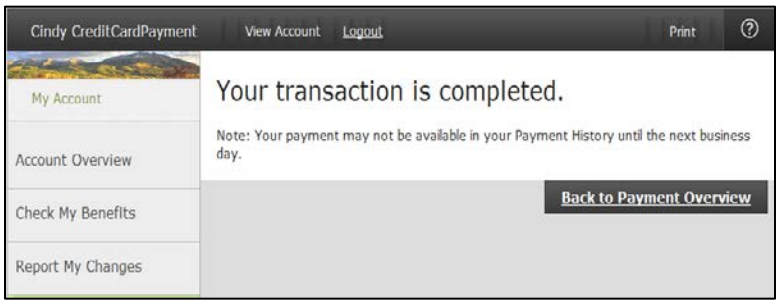
8.
If you proceed, the Wells Fargo Payment Details page displays. Enter your payment information. Payment may be made with Visa, MasterCard, American Express, or Discover, or with an Electronic Check from your checking account. In the example, payment is made with Visa. Select the **Next** button.



9.
The Wells Fargo Review your Order page allows you to verify that you have entered the correct payment details. If you need to make changes, select the **Back** button. If not, select the **Pay** button to finalize the payment.

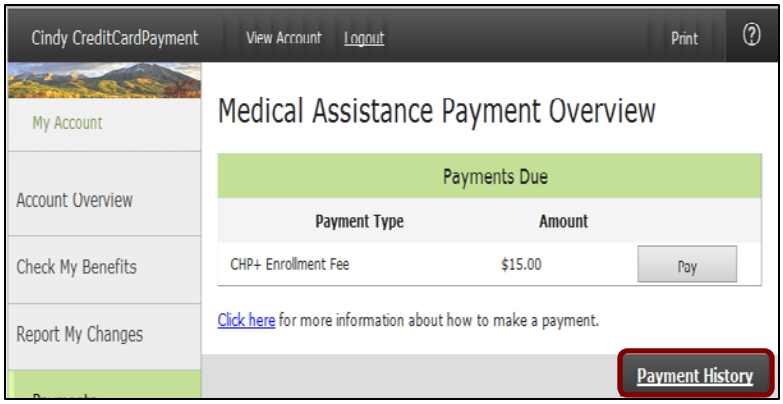


10.
The Wells Fargo Receipt page displays. This is the online version of the Receipt for payment. Select the **Print** button to print a hard copy of the receipt. Select the **Return to Website** button to return to PEAK.



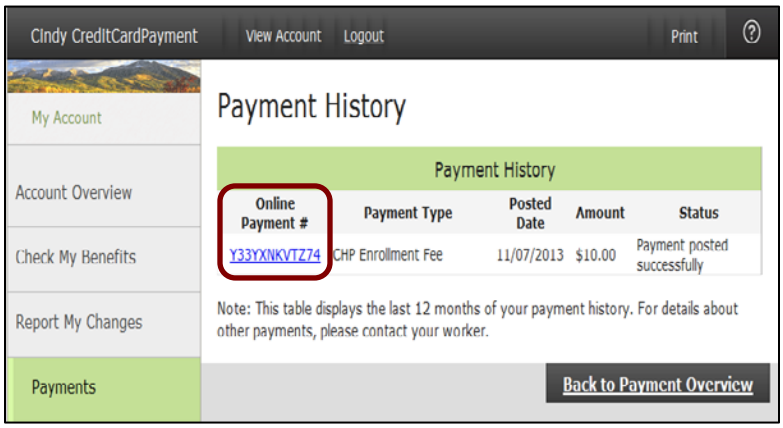
11.
The Your transaction is completed. page displays. This is your confirmation from PEAK that the transaction is complete.

Note: Your payment might not be available in your Payment History until the next business day.

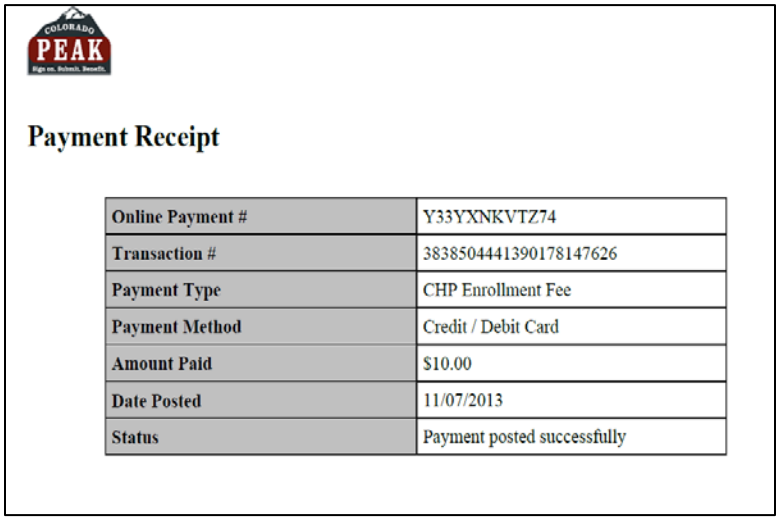


12.
The next time you choose the PEAK payments option, PEAK will display your new payment due **Amount**. This will reflect the payment you made in Step 10. In this example, the **Amount** displays less the $10 payment transaction completed in Step 10. Select the **Payment History** button.

Reminder: Your payment might not display until the next business day.



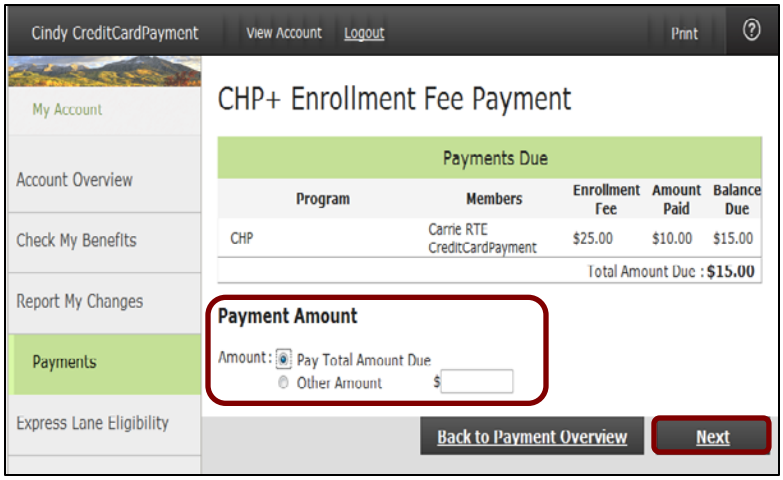
13.
The Payment History page displays the payments you have made during the most recent 12 months. If you select a link in the **Online Payment #** column, a .pdf of the receipt will display for the selected payment.



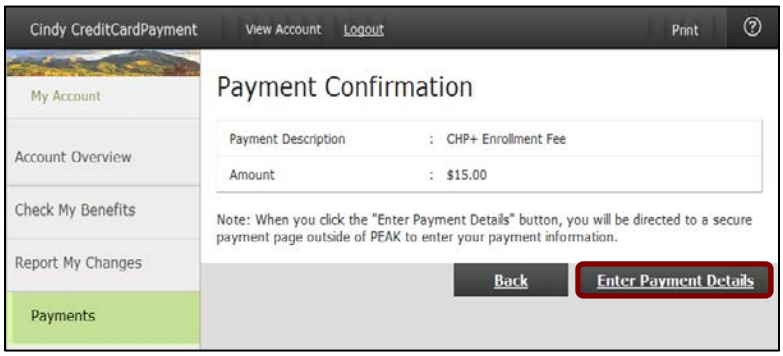
Payment Receipt

Online Payment #	Y33YXNKVTZ74
Transaction #	383850444139017814762 6
Payment Type	CHP Enrollment Fee
Payment Method	Credit / Debit Card
Amount Paid	$10.00
Date Posted	11/07/2013
Status	Payment posted successfully

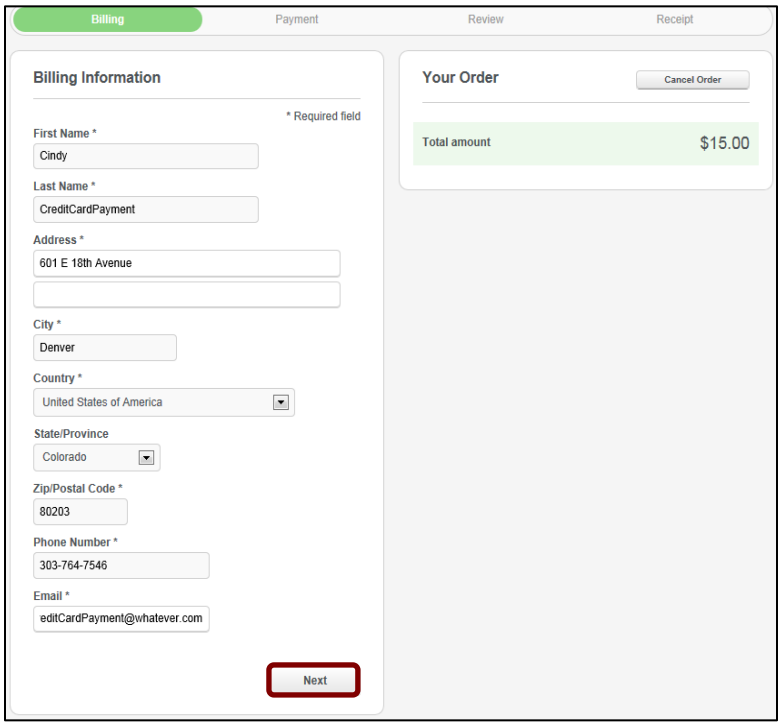
14.
The receipt can be printed if desired.



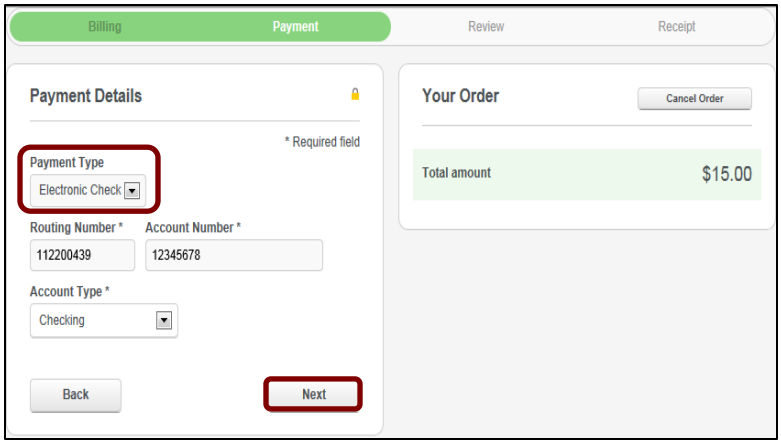
15.
When you are ready to make another payment, select **Payments** on the Account Overview page to return to the CHP+ Enrollment Fee Payment page. In this example, the remaining balance will be paid. Select **Pay Total Amount Due**, and then select the **Next** button.



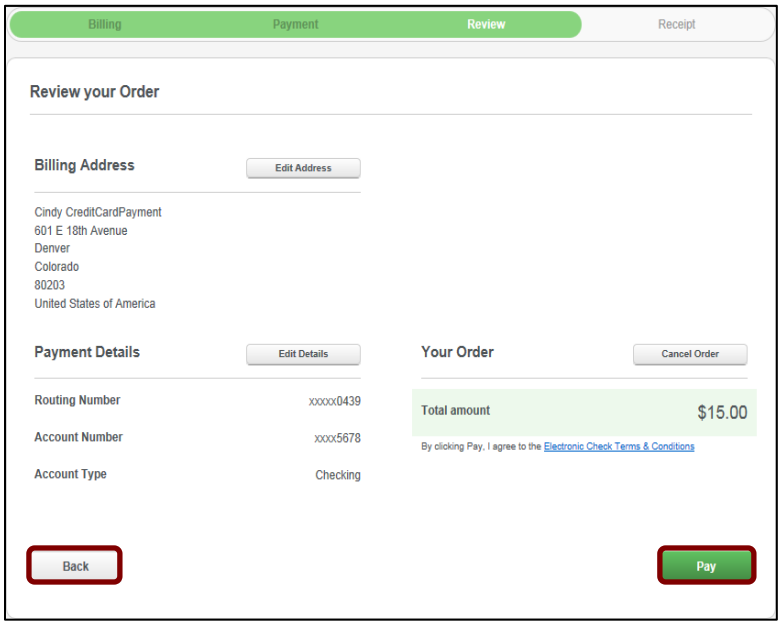
16.
The Payment Confirmation page displays. Select the **Enter Payment Details** button.



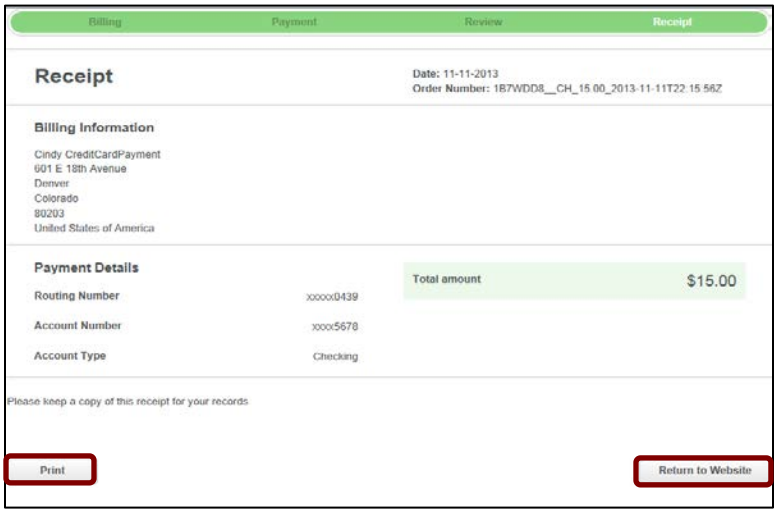
17.
The Wells Fargo Billing Information page displays. Enter your billing information. Select the **Next** button.



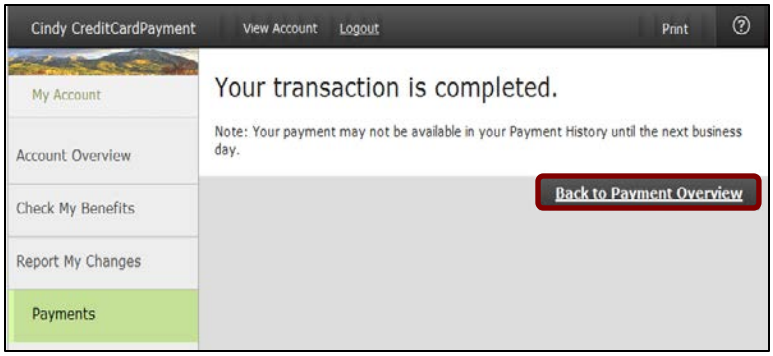
18.
The Wells Fargo Payment Details page displays. Enter your payment information. Select the **Next** button. In this example, payment is made via an Electronic Check.



19.
The Wells Fargo Review your Order page allows you to verify that you have entered the correct payment details. If you need to make changes, select the **Back** button. If not, select the **Pay** button to finalize the payment.

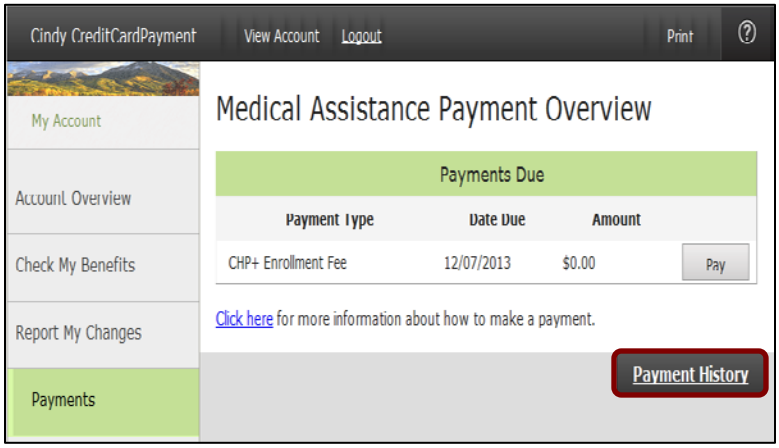


20.
The Wells Fargo Receipt page displays. This is the online version of the Receipt for payment. Select the **Print** button to print a hard copy of the receipt. Select the **Return to Website** button to return to PEAK.

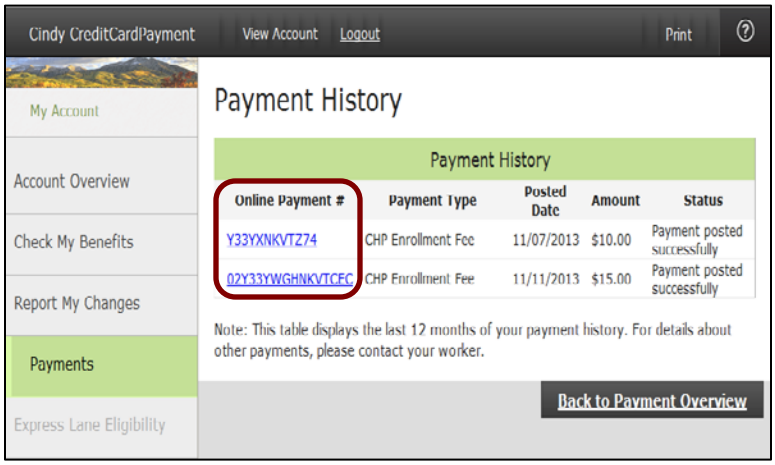


21.
The Your transaction is completed. page displays. This is your confirmation from PEAK that the transaction is complete. Select the **Back To Payment Overview** page.

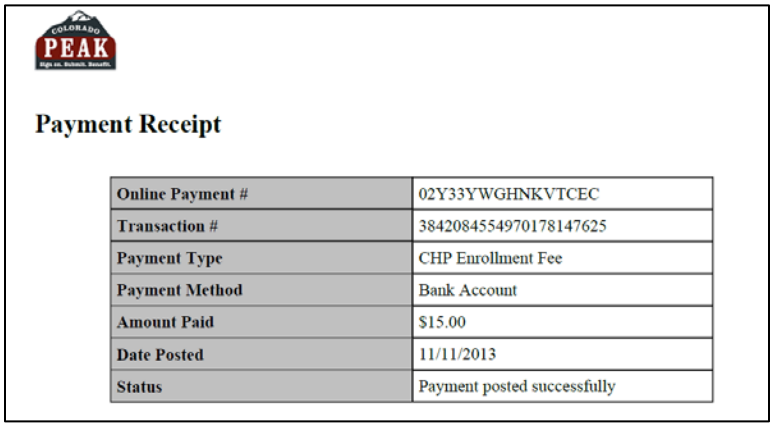
Note: Your payment might not be available in your Payment History until the next business day.



22.
The Medical Assistance Payment Overview page displays. The **Amount** due displays as **$0.00**. Select the **Payment History** button.



23.
The Payment History page displays. The two transactions that were made to pay the CHP+ Enrollment Fee display. You can now view/print both payment receipts by selecting either link in the **Online Payment #** column. The receipts print in .pdf format.



Payment Receipt

Online Payment #	02Y33YWGHNKVTCEC
Transaction #	384208455497017814762 5
Payment Type	CHP Enrollment Fee
Payment Method	Bank Account
Amount Paid	$15.00
Date Posted	11/11/2013
Status	Payment posted successfully

24.
Either receipt can be printed if desired. In this example, the receipt for the Electronic Check payment is shown.