How to pay your **Mysak Clinic** bill online...

**Step One:**
Start by visiting the **Mysak Clinic** home page at www.tc.columbia.edu/centers/mysak/
On the left hand side of the home page you will see a sidebar that provides different site links.
Click the link for “Pay Clinic Fees Online.”

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<thead>
<tr>
<th>Edward D. Mysak</th>
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<tbody>
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<tr>
<td>Teachers College, Columbia University</td>
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**Step Two:**
You will be linked to the payment homepage (shown on the left). Here you must enter:

- The Amount To Be Paid in the Payment Amount field
- Account Number
- Invoice Number
- Full Name
- Email Address

Scroll down if necessary to hit “Add to Basket.”

**Note:** When finished a receipt will be sent to the provided email address.

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**Step Three:**
The next page (shown on left) will provide you with an opportunity to edit any provided information or to delete the payment information.

If you do not wish to change any of the information hit “checkout.”

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**Step Four:**
Here you have the option of paying by credit card or by electronic check.

Once you have indicated your preference, hit “Continue Checkout.”
Step Five:
For electronic checks, you will need to provide the following information:

- Bank Account Number
- Indicate Savings/Checking
- Routing Transit Number*
- A link on the page will explain where to find your routing transit number if you are not sure.

Your Name and Email Address will be automatically added to the form.

When done, hit “Continue Checkout.”

Step Six:
For credit cards, you will be asked to provide the following information:

- Credit Card Number
- Expiration Month
- Expiration Year
- Address
- City
- State
- Zip Code
- Country

Your Name and Email Address will be automatically added to the form.

When done, hit “Continue Checkout.”

Step Seven: You will be given an opportunity to finalize all information and then hit “Complete Checkout.”

Step Eight: A receipt will be sent to the provided email address.

Thank you.
Questions, comments, or concerns can be directed to mysakclinic@tc.columbia or 212-678-3409.