



GUARANTOR & ONLINE PAYMENTS

A guarantor must be provided if the client isn't responsible for payment. There is only **one** guarantor permitted on a client's account

Name of Client: _____

Guarantor (Responsible for Payment): _____

Guarantor Phone: _____

Guarantor Address: _____

I approve the Summit Staff to contact the above Guarantor to collect payment **only**, unless a Release of Information expresses otherwise.

We encourage all of our clients to pay online. This is particularly useful and **strongly recommended for services that are provided at our satellite/school locations**. CardConnect uses a tokenization process that allows for secure electronic payment acceptance, giving our clients peace of mind and the highest level of cybersecurity. Please create an online profile PRIOR to the first date of services.



PAY ONLINE INSTRUCTIONS:

1. Log on to Summitcounseling.org/pay (or use QR code)
2. Select "Create Account"
3. Input email address and create a safe and secure password
4. "Client ID" is the first 3 letters of your last name and the first 3 letters of your first name (totaling 6 letters). Example: John Doe would be "DOEJOH"
5. Once card information has been entered, it will be tokenized and replaced with a randomly generated unique placeholder for secure checkout
6. You may choose to opt-in to our automatic payment service, allowing your co-pay to be automatically debited to your card, for swift and easy check-out"
7. Submit - Your profile will be saved.

**For in-office visits please speak with one of our Front Office Assistants to set up online payments for you.

I have authorized The Summit to make automatic payments using the default card on file through CardPointe portal.

YES NO

Signature _____ **Date** _____

For Office Use Only:		
Approved By: _____	Date: _____	Time: _____
Verbal: <input type="radio"/> Yes <input type="radio"/> No	Client Six: _____	