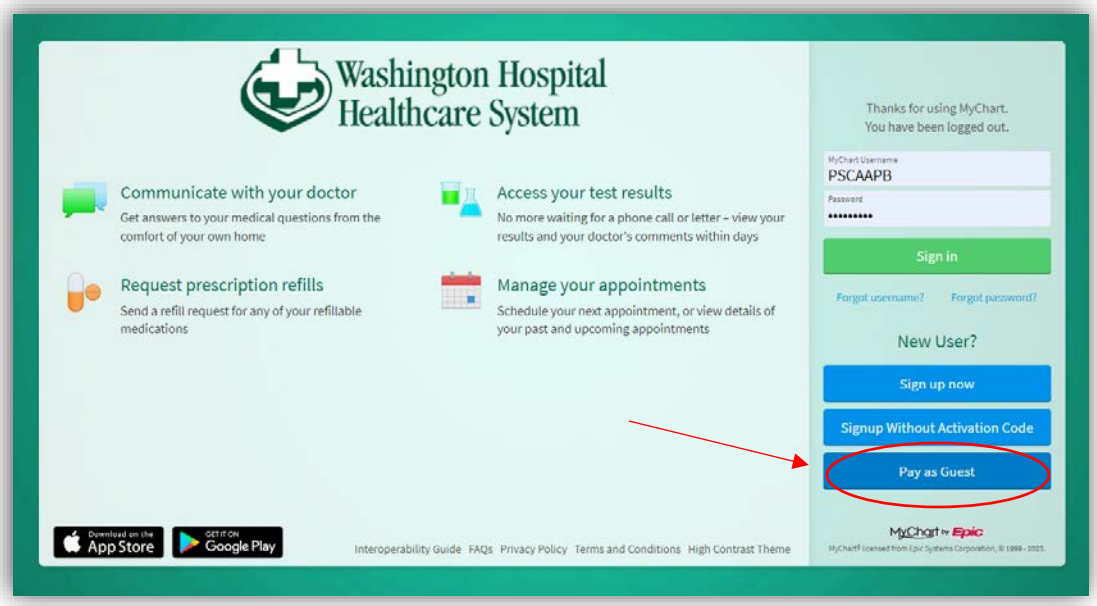
Washington Township Medical Foundation
Part of Washington Hospital Healthcare System

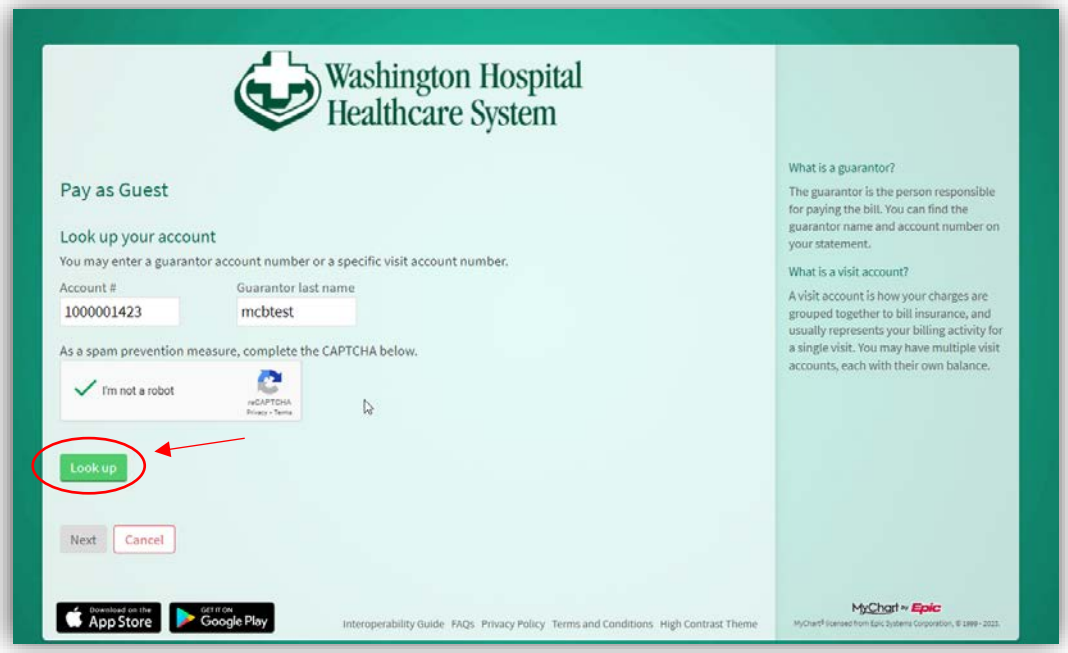
Accessing MyChart Billing and Payment as a Guest

You can make payments online as a guest if you do not have a MyChart account. At the main MyChart page, select "**Pay as Guest**" to navigate to the payment portal for guests.

You must have **both** the **account number** and the **Guarantor's last name**.



After entering both those into their text fields and passing the CAPTCHA, click "**Look up**."

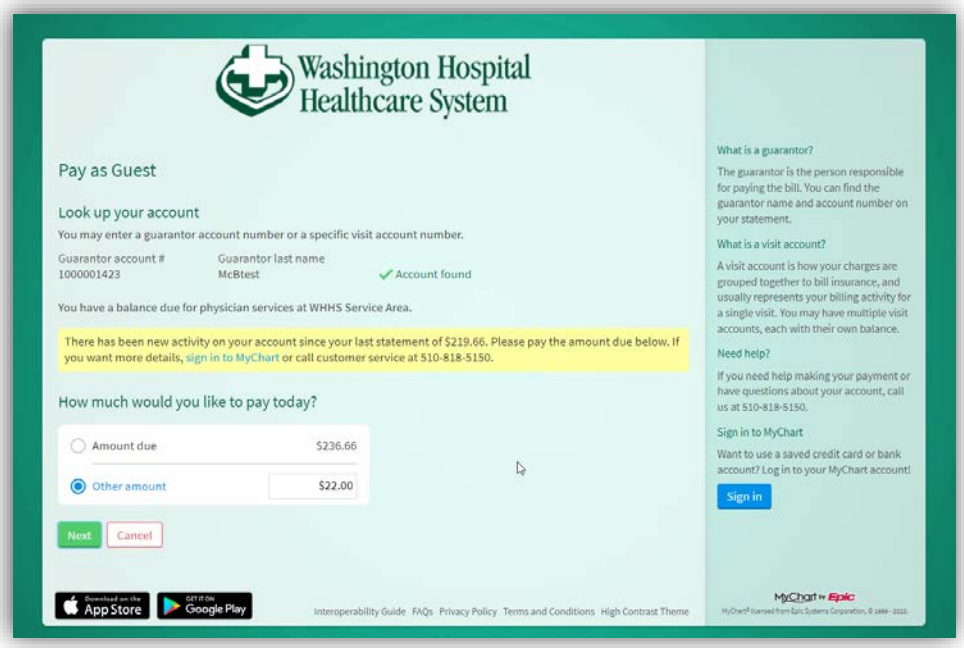


Our system will search for the account associated with the details you provider and if successful, the option to select "**Continue as guest**" will appear.

Select "**Continue as guest**" to move to the next step.

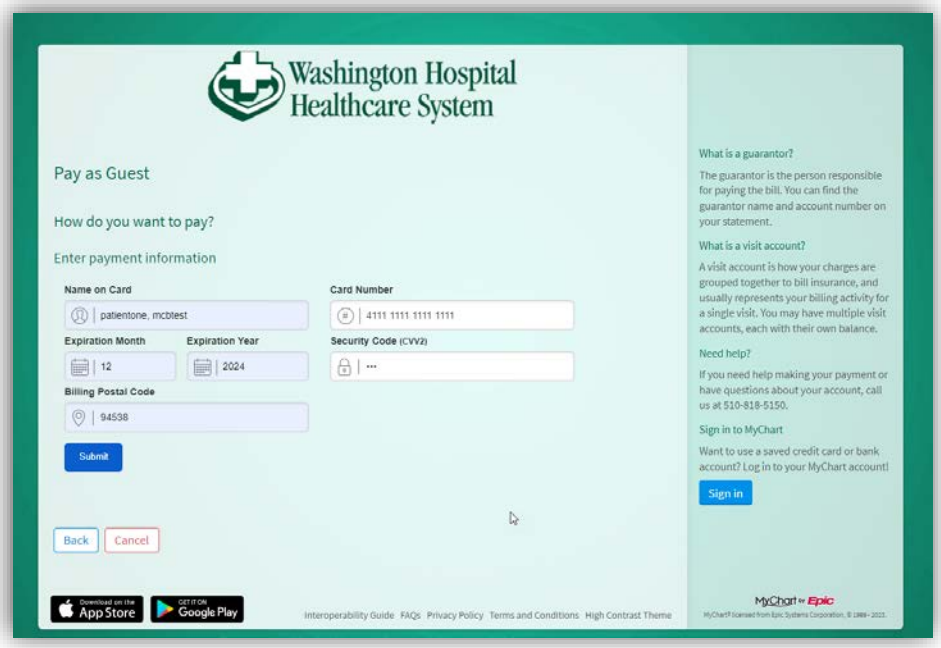
Amount due page is displayed with the option to pay:

- **Amount due**: Payment will be applied at full automatically to the oldest balance due.
- **Other amount**: Enter the amount that you want to pay for this instance.

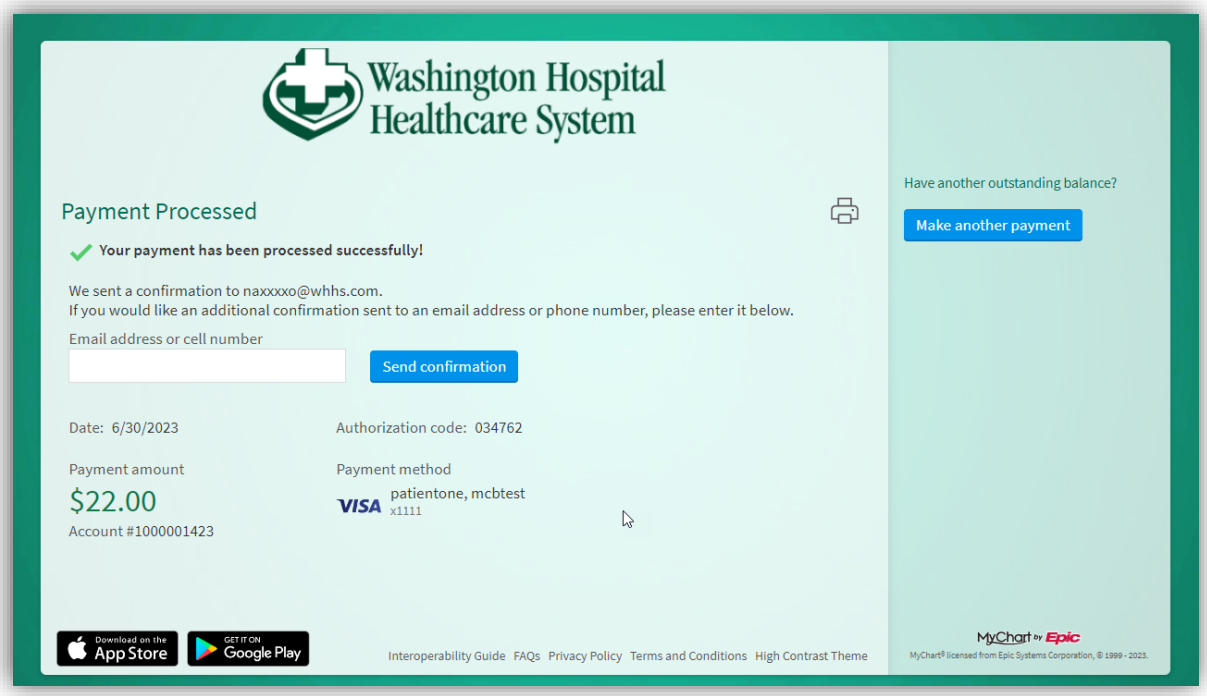


Click "**Next**" when after selecting the amount you wish to pay.

Now you will enter in your credit/debit card details. After verifying that everything is correct, select "**Submit**"



When processed successful, you will receive a confirmation page with the text "**Your payment has been processed successfully!**"



You may choose to enter either an email or text-eligible cellphone number to receive confirmation of payment.

For questions regarding your bill, please call our Washington Township Medical Foundation Billing Department for support.

WTMF Billing Department – (510) 818-5150
Business Hours: Monday – Friday, 8AM – 4PM