

### Printing Monthly or Yearly Receipts Using [www.clearlyortho.com](http://www.clearlyortho.com) Website

1. Visit [www.clearlyortho.com](http://www.clearlyortho.com)
2. Choose Patient Login Button on the top left
3. Enter the First and Last name of the person who is the financially responsible party along with the password (if you have misplaced or forgotten password, see below)
4. Choose the 'Financial Info' tab along the top
5. Choose 'See Payments & Charges' tab
6. Select the Date Range that you are looking for and select the 'Submit' button
7. Under the 'Payments and Charges', choose the 'Print Tab' to view and print receipts

### If Password Has Been Forgotten

1. Visit [www.clearlyortho.com](http://www.clearlyortho.com)
  2. Choose Patient Login Button on the top left
  3. Enter the First and Last name of the person who is the financially responsible party
  4. Choose tab 'Forgot your password'
  5. You will need to enter the birth date of the patient/child and answer certain questions
  6. The system will send an email with a new password to the registered email address
- As always, if you have any questions whatsoever, please do not hesitate to contact us at [416.226.5050](tel:416.226.5050)