Making a Partial Online Payment
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This guide shows Small Business owners how to make a partial payment before a regularly scheduled autopayment. This is often necessary when you or your employees add someone to your plan during the plan year.

You must make your payment by 8pm on bank business days for it to post to your account the same day.

**Step 1.** Login to your Employer account on dchealthlink.com.

**Step 2.** Select ‘Billing’ from the left menu.
Step 3. Select ‘Pay Online’.

Step 4. In the pop-up window, select ‘Pay Online’ to continue to the Wells Fargo payment site.
Step 5. Select the ‘Pay My Bills’ tab.

Step 6. Select the row that says ‘Due Date’ and ‘Payment Note’. Then, select ‘Add Additional Payments’ from the dropdown menu.

Step 7. Enter the total amount of the partial payment you would like to pay in the box below the dropdown menu.
Step 8. Provide payment method information. Select ‘Continue to Payment’.

Step 9. Verify payment date and amount.
Step 10. Check the agreement statement box. Select ‘Make Payment’ to complete your payment.

Step 11. A confirmation page displays. Wells Fargo will also email you a payment confirmation.
Contact and Additional Information

Still have questions? Call DC Health Link at (855) 532-5465.

Last Updated: 12/23/2019 6:06:00 PM