

## Paperless Billing on by default

If you are opted into Paperless Statements but would prefer to receive paper statements in the mail for your billing accounts, follow the steps below:

- 1) Log into MyChart or MyChart Mobile
- 2) Navigate to your billing accounts
  - a. On the MyChart website select the "Billing" menu -> "SSM Health Account Summary"

MyChart	
Your Menu	<b>↔</b>
Q Search the menu	) Visits 🗹 Messages 👗 Test Results 🐼 Medications
-	
Billing	
SSM Health Account Summary	
🚍 SLUCare Bill Pay Info	appointment that needs to be scheduled. Make sure to schedule yo unday July 25, 2021.
Insurance	
Tinsurance Summary	appointment that needs to be scheduled. Make sure to schedule yo
Sharing	

3) Scroll down to the bottom of the page and click the statement:

If you would like to receive paper statements, you may cancel paperless billing.

 Click the button to confirm you would like to "Receive Paper Statements" (as shown below) or, in MyChart mobile, you will select "Cancel Paperless" (not shown).

