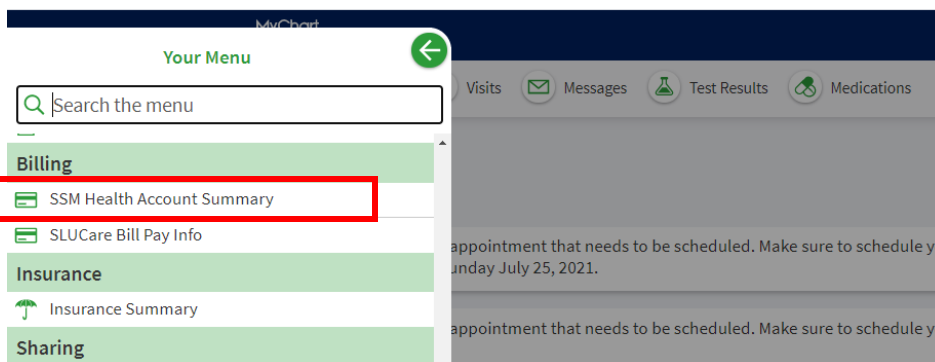


## Paperless Billing on by default

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”



- 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.

- 4) 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).

