

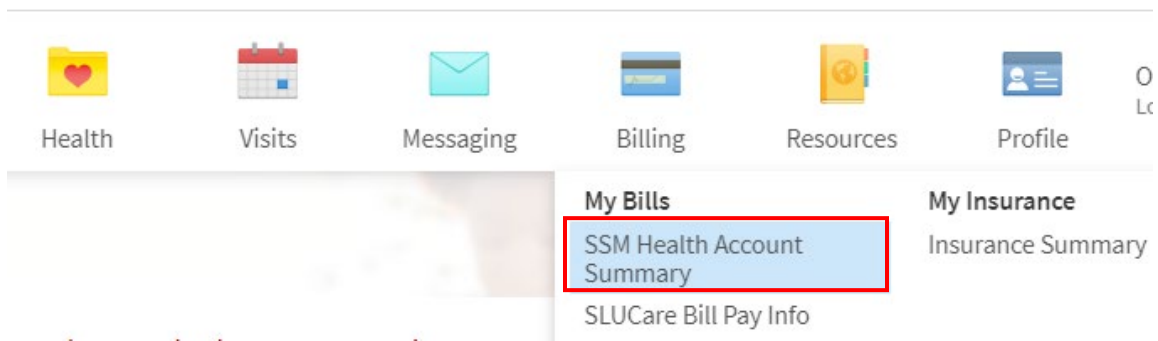


## Paperless Billing on by default

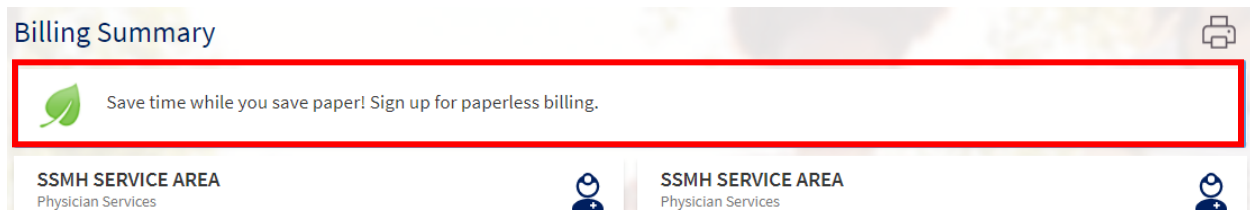
**Before 11/11**

If you would like to opt out of Paperless Statements before 11/11 to receive paper statements in the mail for your billing accounts, follow the steps below. We recommend using **the MyChart Website** to opt out.

- 1) Log in to **the MyChart Website** (scroll down for steps for MyChart Mobile)
- 2) Navigate to your billing accounts
  - a. On **the MyChart website** select the “Billing” menu -> “SSM Health Account Summary”



- 3) At the top of the page select the banner for Paperless Billing



4) Select “NO THANKS” to confirm you would like to Receive Paper Statements

**Sign up for Paperless Billing**

Make managing your accounts easy and help the environment by going paperless.

- View your statement online anytime.
- Have secure online access to your past 18 months of statements.
- Receive an e-mail or text message when your statement is available for viewing online.

Current E-mail:  [Change](#)

Receive e-mail notifications

Current Mobile:  [Change](#)

Receive text notifications

I understand that I will no longer receive statements in the mail. ⓘ

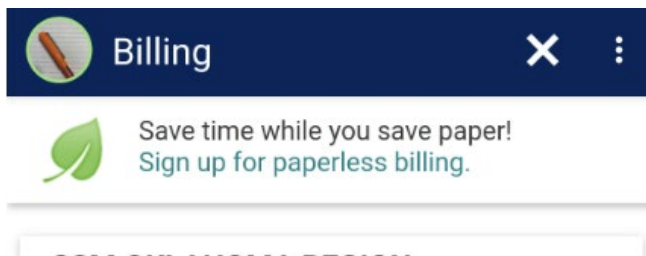
### Instructions if using MyChart Mobile

- 1) If using **MyChart Mobile** to complete these steps prior to 11/11, you must first opt into Paperless Billing, and then opt out. First log into MyChart Mobile.
- 2) Select the “Billing” activity



Billing

- 3) At the top of the page select the banner for Paperless Billing



4) Fill in required information and select "Go Paperless!"

EMAIL NOTIFICATIONS

Email

Receive email notifications?

TEXT NOTIFICATIONS



Mobile number

Receive text notifications?


I understand that I will no longer receive billing communication in the mail.


**Go Paperless!**

5) You will be taken back to the Billing page, scroll down and click the statement: *"If you would like to receive paper statements, you may cancel paperless billing."*

 **SSM OKLAHOMA REGION**  
Hospital Services  
Guarantor 

Amount Due  
**\$0.00**

 [View account](#)

 Accounts with this icon are signed up for paperless billing.

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

6) Lastly, click the button to confirm you would like to cancel paperless statements

Are you sure you want to begin receiving paper statements again?

**Cancel Paperless**