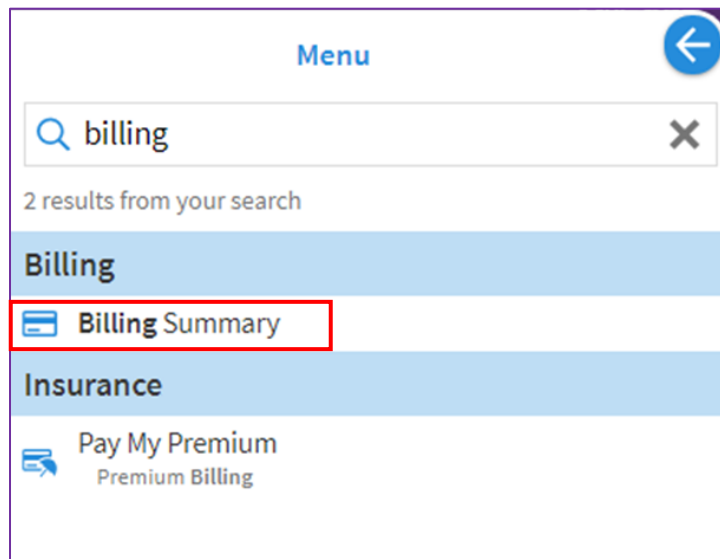
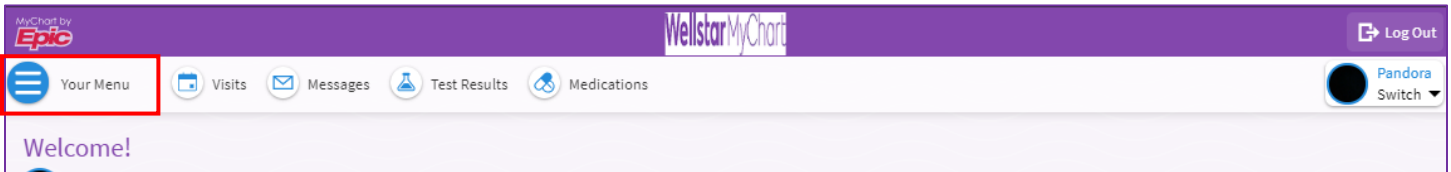


How Do I Sign-up for Paperless Billing?

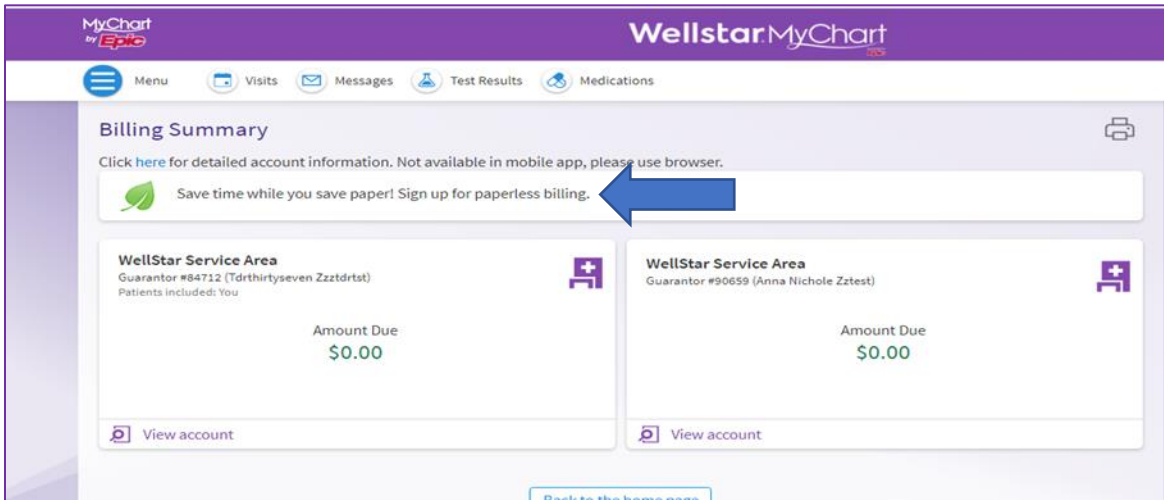
This tip sheet describes how to sign-up for paperless Billing.

Try It Out

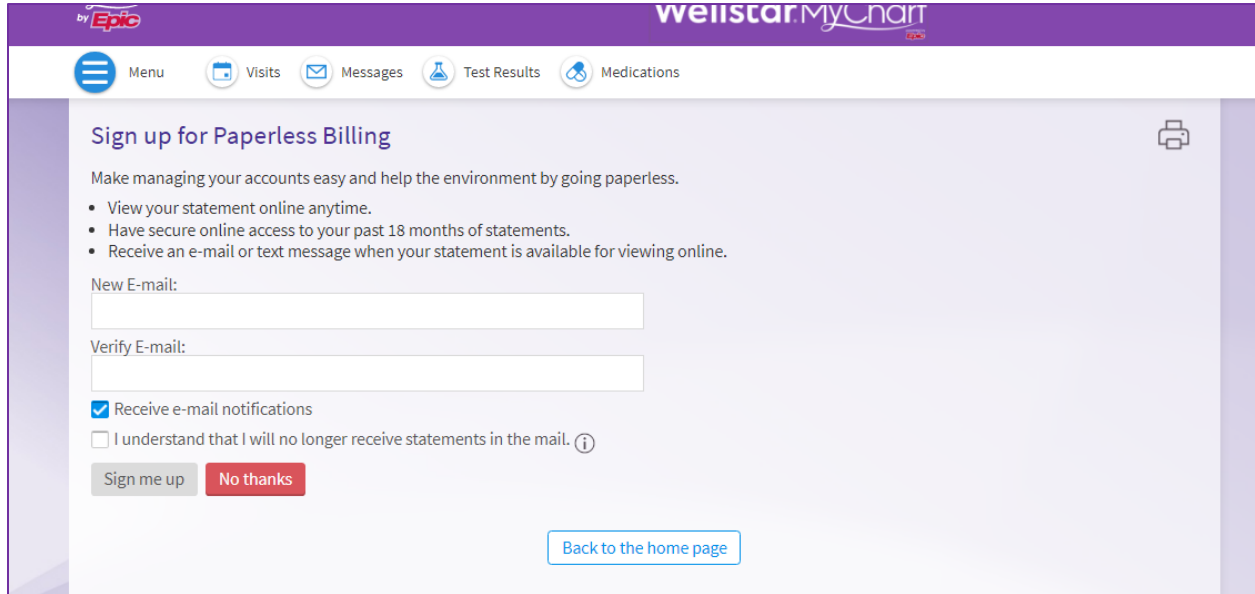
1. Upon logging into your MyChart account, click **Your Menu**, select **Billing Summary**.



2. From the Billing Account Summary, if you have had a completed visit with a WellStar provider within the past two years, you will have a statement posted to your account. Only if you have a statement on your account, you will receive the option to sign up for paperless billing.



3. You must check both boxes and select Sign Me Up to complete your enrollment. You can also change/update your email address to receive reminders when you have a statement available or a payment due soon. If you choose not to enroll in paperless billing, select No Thanks to continue receiving paper statements in the mail. If you decline, you will have the option to sign up later.



The screenshot shows the 'Sign up for Paperless Billing' page in the Wellstar MyChart portal. The page header includes the 'by Epic' logo and 'wellstar.myChart' branding. A navigation bar contains icons for Menu, Visits, Messages, Test Results, and Medications. The main content area is titled 'Sign up for Paperless Billing' and includes a printer icon. Below the title, there is a brief explanation: 'Make managing your accounts easy and help the environment by going paperless.' This is followed by a bulleted list of benefits: 'View your statement online anytime.', 'Have secure online access to your past 18 months of statements.', and 'Receive an e-mail or text message when your statement is available for viewing online.' There are two text input fields for 'New E-mail:' and 'Verify E-mail:'. Below these fields, there are two checkboxes: 'Receive e-mail notifications' (checked) and 'I understand that I will no longer receive statements in the mail.' (unchecked). At the bottom of the form are two buttons: 'Sign me up' and 'No thanks'. A 'Back to the home page' button is located at the bottom right of the form area.

Please note: If you need further assistance, please contact the MyChart Service desk hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Phone: 470-644-0419 Fax: 770-999-2306 Email: mycharthelp@wellstar.org