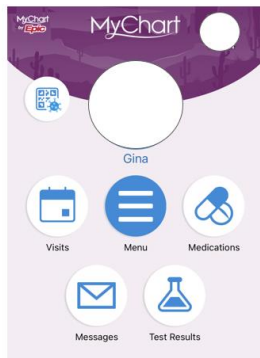


HOW TO: SIGN UP FOR PAPERLESS BILLING ON THE MYCHART MOBILE APP

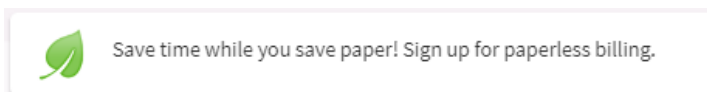
1. Open the MyChart mobile app.
2. Sign in to your account with your username and password.
3. Click on the "Menu" icon in the middle of the homepage.



4. Scroll down and select "Billing Summary" under the "Billing" heading or type "Billing Summary" into the search bar at the top.



5. On the "Billing Summary" page, click on the banner at the top of the page that says "Save time while you save paper. Sign up for paperless billing."



6. When you click the banner, you will reach the page where you can select to go paperless. Select the statement "I understand I will no longer receive billing communication in the mail." The "Go Paperless" box will turn green. Select the box to opt in for paperless billing.

