


HOW TO ADJUST PAPERLESS BILLING SETTINGS IN MYCHART

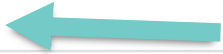
MyChart® is a registered trademark of Epic Systems Corporation.

Once you are signed up for Phelps Health MyChart, you will receive paperless billing statements. This guide will show you how to manage paperless billing settings and make changes as needed.

Visit mychart.phelpshealth.org or use the mobile app to get started.


You can opt out of paperless billing in MyChart by following these steps:

1. Sign into your account.
2. Navigate to the “Your Menu” icon in the upper left-hand corner and click on the button. 
3. The menu will open. Scroll down and select “Billing Summary” under the “Billing” heading or type “Billing Summary” into the search bar at the top.

 Billing Summary 

 Search the menu

4. On the “Billing Summary” page, click on “cancel paperless billing.” Then you will be prompted to confirm your change.

If you would like to receive paper statements, you may [cancel paperless billing](#). 

Receive Paper Statements

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

[Receive Paper Statements](#)

[Cancel](#)

Once you click “Receive Paper Statements,” your account will be switched over to mailed statements.

You can sign up for paperless billing by following these steps:

1. Navigate to the “Billing Summary” page (steps 1-3 listed above).
2. On the “Billing Summary” page, click on the banner at the top of the page you can click on.



Save time while you save paper! Sign up for paperless billing.

3. When you click the banner, you will reach a page that asks you to confirm your email address and agree to paperless billing.
4. After you confirm your email address and check the “I understand that I will no longer receive statements in the mail” box, click “Sign Me Up” to save your changes.

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:

@phelpshealth.org [Change](#)

Receive e-mail notifications

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

[Sign Me Up](#)

[No Thanks](#)



PHELPSHEALTH.ORG

