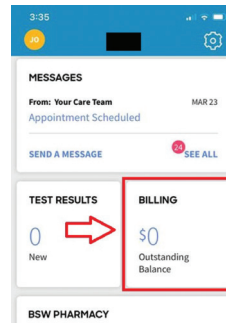


HOW TO SIGN UP FOR PAPERLESS BILLING VIA MyBSWHealth APP

Step 1

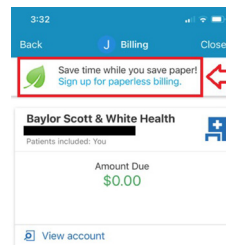
Open the MyBSWHealth app on your mobile device and select the **Billing** tile.

Note: You can download the free mobile app at MyBSWHealth.com/download.



Step 2

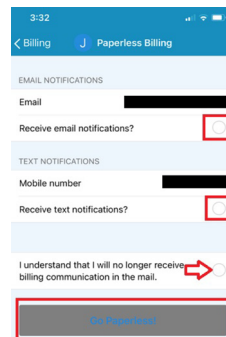
Select the **green leaf icon** at the top of the screen.



Step 3

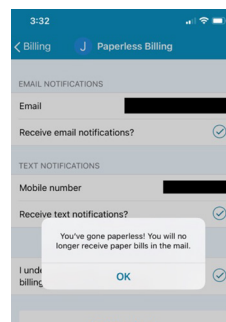
Select the checkbox for your notification preferences (email, text message or both) and then select the third checkbox stating, “I understand that I will no longer receive statements in the mail.”

Once the checkboxes have been selected, click on the **Go Paperless** box to complete enrollment.



Step 4

After selecting “Go Paperless,” a pop-up will provide confirmation that you have successfully enrolled.



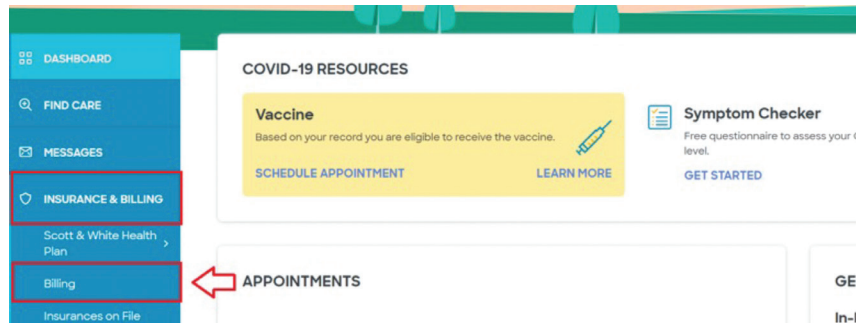
HOW TO SIGN UP FOR PAPERLESS BILLING VIA WEB PORTAL

Step 1

Log in to the MyBSWHealth Portal at MyBSWHealth.com using the username and password you previously created to set up your MyBSWHealth account. **Note:** You can use the web browser of your choice on a computer/laptop or on your mobile device.

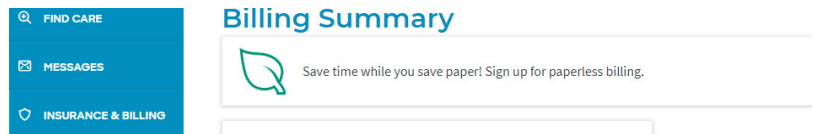
Step 2

Navigate to the **Billing** tab located under the Insurance & Billing section on the left navigation pane.



Step 3

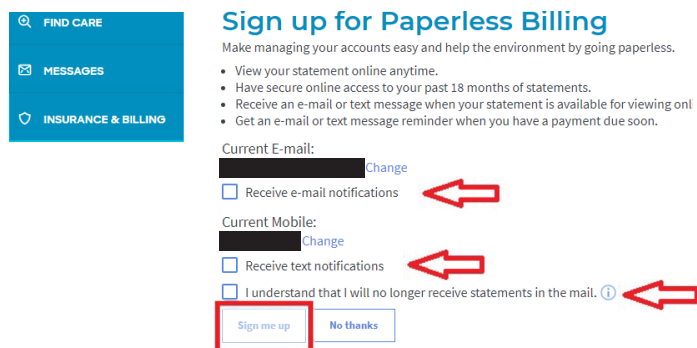
Select the ribbon with the green leaf that states **Save time while you save Paper! Sign up for paperless billing** under the Billing Summary header.



Step 4

Select the checkbox for your notification preferences (email, text message or both) and then select the third checkbox stating, "I understand that I will no longer receive statements in the mail."

Once the checkboxes have been selected, click on the **Sign Me Up** box to complete enrollment.



Step 5

After selecting "Sign Me Up," you will receive a confirmation of your enrollment.

