

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**.

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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.

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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.

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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.

◎ FIND CARE	Billing Summary
MESSAGES	Save time while you save paper! Sign up for paperless billing.
INSURANCE & BILLING	

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.

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E	3	MESSAGES
4	5	INSURANCE & BILLING

Sign up for Paperless Billing

Thank you for signing up for paperless billing! You will no longer receive a statement in the mail. If you need to make changes to your notifications later, you can do it on the Notification Settings page.

Back to the Billing Account Summary