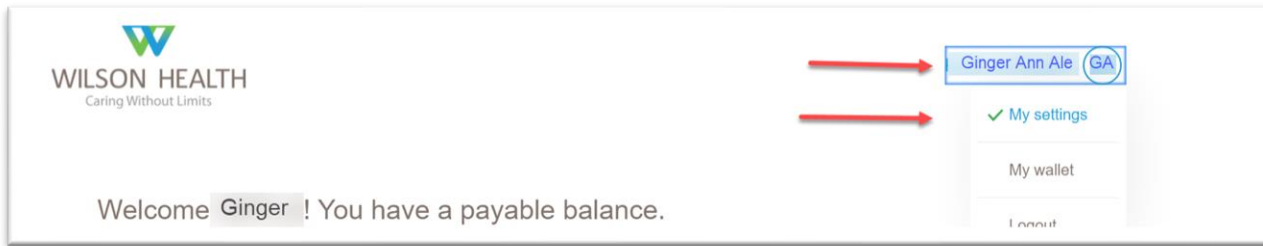


Opt-In to eBill:

- Access your account on the patient portal
- Click your name/circle with initials at the top, right of the screen
- Click – ‘My Settings’



- Once in ‘My Settings’, Click - ‘Update preferences’
- On the Set statement & notification preferences screen:
 - Select ‘Go Paperless’
 - Choose either Email, Text Message, or both
 - Select which type of payment notifications are desired, if any
 - Add Date of Birth
 - Agree to the terms by clicking the box
 - Save

**There is also a ‘paperless’ tile found by scrolling down on the main account page (shown below). Clicking the ‘Go Paperless’ button will take you to the above screen.*

