- 1. Log in to your **ProMedica MyChart account** through the website or MyChart app.
- 2. Choose Menu.



3. Search for "billing" or scroll to Billing Summary. Click on it.

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4. Under any billing information, you will see a link to "cancel paperless billing." Click this link.



5. Website users: Click "Receive paper statements." App users: Click "Cancel Paperless."

I PROMEDICA MyChart	
Fest Results 🖉 Messages 👗 Test Results 🔕 Medications	
Receive Paper Statements	÷
Are you sure you want to begin receiving paper statements again?	
Receive paper statements Cancel	
Back to the home page	

6. Receive the confirmation screen.

A PROMEDICA MyChart			
Your Menu 🗇 Visits 🖂 Messages 👗 Test Results 💰 Medications			
Receive Paper Statements You will begin to receive paper statements in the mail. If you would like to sign up for paperless billing later, you can find the link on the Billing Account Summary page. If you need to make changes to your notifications, you can do it on the Notification Settings page. Back to the Billing Account Summary	Ę;		