



EISENHOWER HEALTH

How to Sign up for Paper Billing

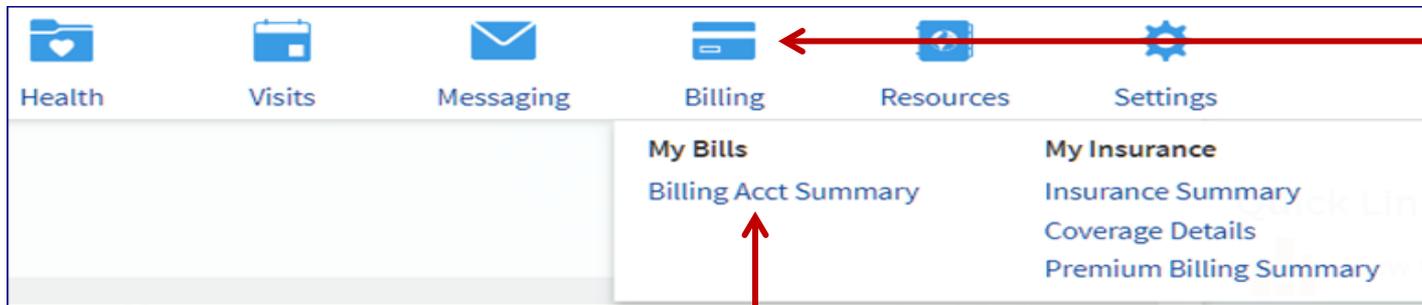
1. Click on “**Billing**”
2. Next Click on **Billing Acct Summary**
3. Click on **cancel paperless billing**
4. Click on the button “**RECEIVE PAPER STATEMENTS**”

Scroll down to see screen shots of each step.



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Step 1
Click on
Billing

Step 2
Next click on Billing Acct Summary



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Billing Account Summary



Click **See Account Detail** or **See More Payments** to see more information about a particular account. If you have an amount due on an account, click **Pay** to pay online. For all bill payment questions, you can call Customer Service at 1-800-453-6012. Mon - Fri, 8:30 a.m. - 4 p.m.

| Account | Account Type | Last Payment | Amount Due |
|---|--|---|------------|
| Account #: EHS Service Area | Physician & Hospital Billing See Account Detail | \$ (10/3/2017) See More Payments | \$ |

You are currently enrolled in paperless billing.

If you would like to receive paper statements, you may **cancel paperless billing**.

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Step 3

Click on **cancel paperless billing**



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How to Sign up for Paper Billing

Receive Paper Statements



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

RECEIVE PAPER STATEMENTS

CANCEL

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Step 4 Click on the button

RECEIVE PAPER STATEMENTS