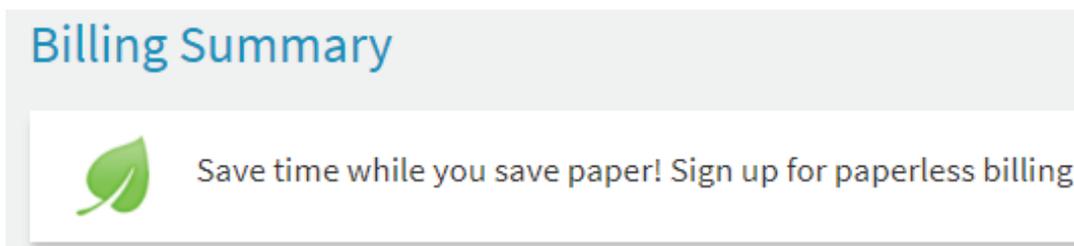


Set-up paperless billing

You're able to pay your bills in MyChart. To set-up paperless billing so you don't receive statements in the mail:

1. Click the Billing tab then Billing Summary
2. Click the "Save time while you save paper! Sign up for paperless billing" icon at the top
3. Follow the directions on the screen and click Sign Me Up



Making payments with online bill pay

1. Click the Billing tab then Billing Summary
2. The Billing Summary page will display all your current bills at Hawai'i Pacific Health
3. Click the Pay Now button next to each account of bill to make a payment
4. Follow the instructions on the screens to select a payment amount and method then submit

Pay as a guest

You can also pay your bills without logging into MyChart or if you don't have a MyChart account all together. To do this, you will need a guarantor account number to access your information.

1. Go to the MyChart log in page www.hawaiipacifichealth.org/mychart.
2. Click the Guest Pay link
3. Follow the instructions on the screen to access your account and pay your bill



Review and update your insurance information

1. Click the Billing tab then Insurance Summary
2. Here you'll be able to update, remove and add new insurance coverages
3. You'll also have the option of uploading images of your insurance card as well