

SIGN UP FOR PAPERLESS BILLING



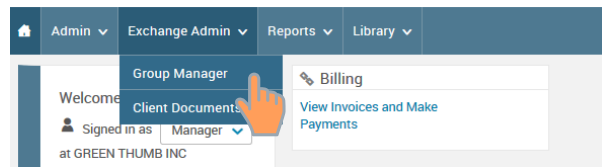
Reduce the clutter and help the environment by going paperless.
Sign up for paperless billing!

- View your invoices securely online
- Receive an email notification when your invoice is ready
- Access your invoices anytime

MAKE THE SWITCH TO PAPERLESS BILLING:

1. Login to the HealthPass Online Portal (HOP)

Visit www.healthpass.bswift.com in your browser on your desktop or mobile device.

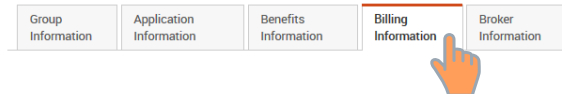


2. Navigate to Exchange Admin, then select "Group Manager"

Group Name	Saved By	Saved On	Status	Process	Effective Exchange Date
GREEN THUMB INC	Jane Smith	2/12/2020	Enrollment In Progress	Auto-Approval	3/1/2020

3. Click on your "Group Name"

4. Click the "Billing Information" tab



5. Enroll in Paperless Billing, select "Yes"

Billing Contact

Billing Contact Name:

Billing Phone:

Billing Email:

Enroll in Paperless Billing: Yes No

6. Save your changes

A green banner will appear to confirm your changes.



We're here for you, call us 888-313-7277 | clientservices@healthpassny.com