



Paperless Delivery Options

Get Less Mail with

Paperless Delivery

Want to reduce the amount of mail you receive from us? With **Paperless Delivery Options**, your Link Password Owner can turn off mailed delivery of letters stored in Document Vault on Link.

With Paperless Delivery Options you can:

- ✓ Turn off paper delivery for some or all of the letters you receive in Document Vault
- ✓ Get an email notification when new letters are available. Consider setting up a group mailbox so everyone in your office can see when a new email notification comes in
- ✓ Use our flexible delivery options to:
 - Choose daily or weekly notifications for each type of letter
 - Specify different email addresses for each type of letter

How to View the Letters

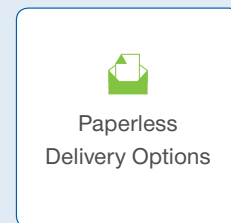
The email notification lets you know when letters have been added — it doesn't include the letters themselves. To view the letters in Document Vault, sign in to Link at **UHCprovider.com** then click on the padlock icon in the top right corner of your Link dashboard.

Resources

Learn more about:

- ✓ Link online self-service tools at **UHCprovider.com/link**
- ✓ Document Vault at **UHCprovider.com/documentvault**
- ✓ Using Paperless Delivery Options at **UHCprovider.com/paperless**

If you have questions, please call the UnitedHealthcare Connectivity Help Desk at **866-842-3278, option 1**, from 7 a.m. to 9 p.m. Central Time, Monday through Friday.



How to Access Paperless Delivery Options

This tool is only available to Link Password Owners. Sign in to Link at **UHCprovider.com** and click on the Paperless Delivery Options tile on your Link dashboard.

Don't know who your password owner is? Open the UnitedHealthcare Manage My Account tile on Link to find out.

Link: Online self service for care providers



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