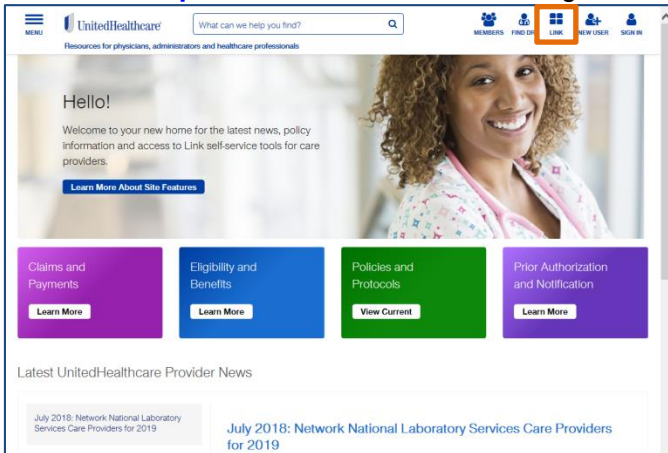


Paperless Delivery Options allows Password Owners to stop the mail for documents which are housed in Document Vault. It can send daily or weekly email notifications to alert you that new letters have been added to Document Vault.

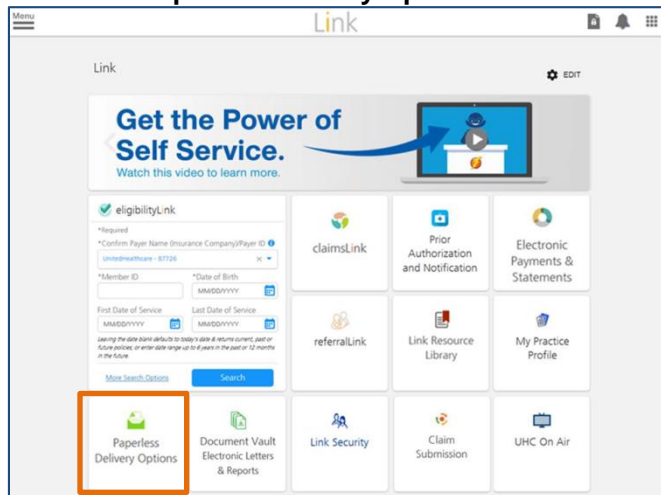
Get Started

NOTE: Only Password Owners have access to this tool.

1. From UHCprovider.com, click **Link** and sign in

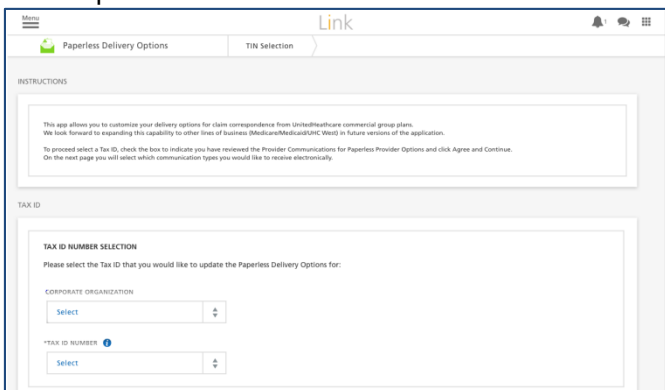


2. Select **Paperless Delivery Options**



Confirm Corporate Information

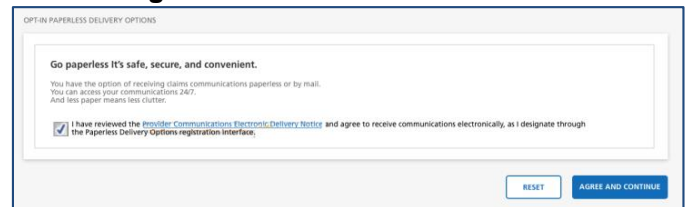
1. Select the appropriate **Corporate Information** from the pull-down menus



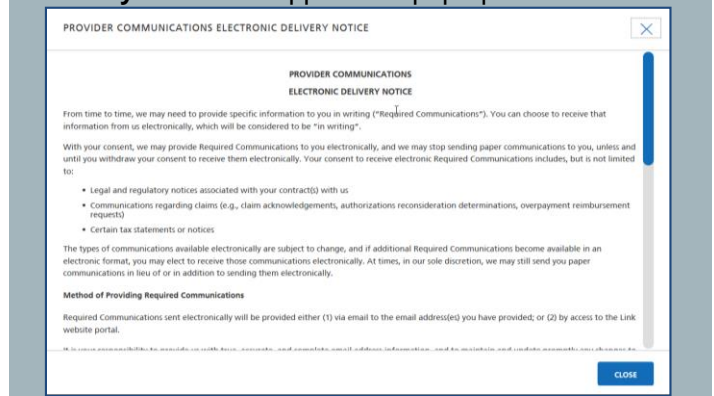
Confirm Corporate Information (continued)

NOTE: If you represent only one organization, the tool will default to that and only the Tax ID Number pull-down menu will appear. Also, only one TIN may be updated at a time.

2. Review the **Provider Communications Electronic Delivery Notice**
3. Check the box to confirm
4. Click **Agree and Continue**

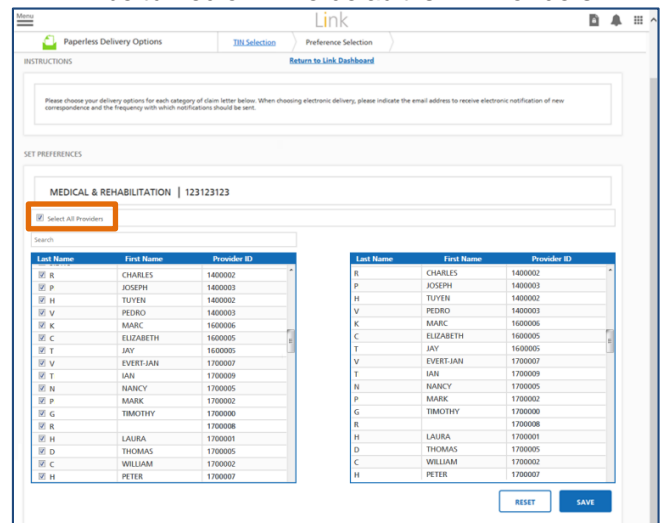


NOTE: The **Provider Communications Electronic Delivery Notice** will appear in a pop-up.



Set Preferences

1. Select desired providers for which Paper Delivery will be turned off. The default is All Providers.



Set Preferences (continued)

NOTE: By unchecking the Select All Providers box, you can select individual providers to turn Paper Delivery off.

2. Click **Save**
3. Choose a Document Type
4. Click the **Electronic Delivery** radio button for each desired Communication Type (or select "Turn on all")

5. Enter a valid **Email Address** for each (select "Use same email for all notifications" to copy the email address to all fields)

Set Preferences (continued)

6. Select the **Notification Frequency**, including **Day of the Week**, if appropriate

7. Once updated, click **Save**

Confirmation

Review the confirmation page. Please allow 24 hours for changes to take effect.

Additional **Help Resources** are available at the **Link Resource Library** and **UHC on Air**