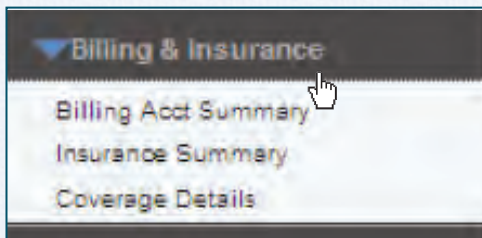


HOW TO SIGN-UP FOR ELECTRONIC BILLING THROUGH MYCHART

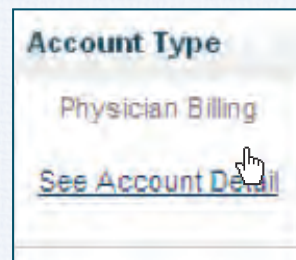
- 1 Log into MyChart from DuPageMedicalGroup.com by clicking on MyChart from the top right.



- 2 Drop down Billing & Insurance and Choose "Billing Account Summary"



- 3 Click on "See Account Detail"



- 4 Click on "View/Pay Your Physician Bill"



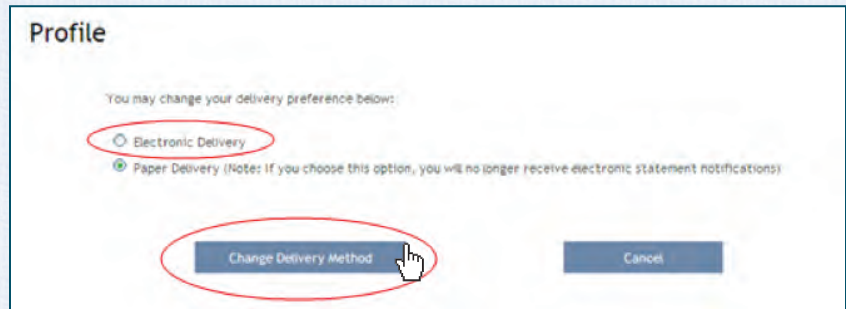
- 5 Click on "Profile" in the upper right

Verify your information. If no email address appears, click on "Change" next to "Email Address" and enter the email address to send statements. Then, Click on "Change" next to Delivery Preference.

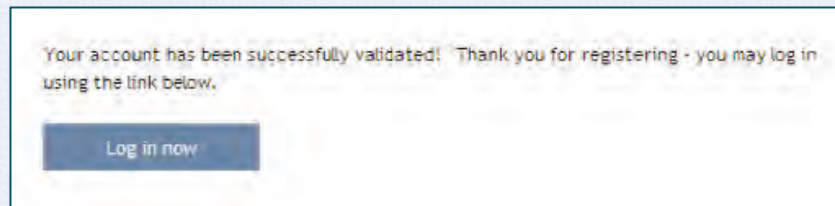
If you don't see the "Profile" option, please return to this site once you have received your next paper statement.



- 6 Select “Electronic Delivery” and click on “Change Delivery Method”



- 7 You will receive a validation email from @ndr.mysecurebill.com, click on the link in that email to complete your sign up for Electronic Statements. You will be taken to the page below:



You should receive the Validation email within a few minutes. If you don't see the email please check the Spam and Junk folders in your email box. You will receive paper statements until you have verified by clicking on the link. If you are unable to find the validation email or it has expired, please repeat the steps.

You can contact customer service at 630.942.7998 from 8:00am to 4:30pm, Monday through Friday with any other questions.