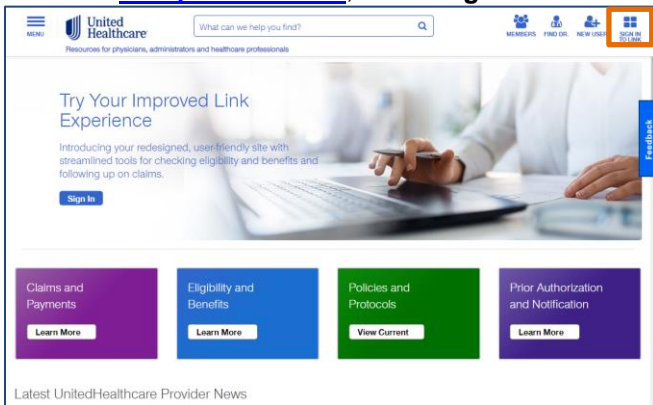


Paperless Delivery Options allows Password Owners to stop the mail for documents which are housed in Document Vault. It can send daily or weekly email notifications to alert you that new letters have been added to Document Vault.

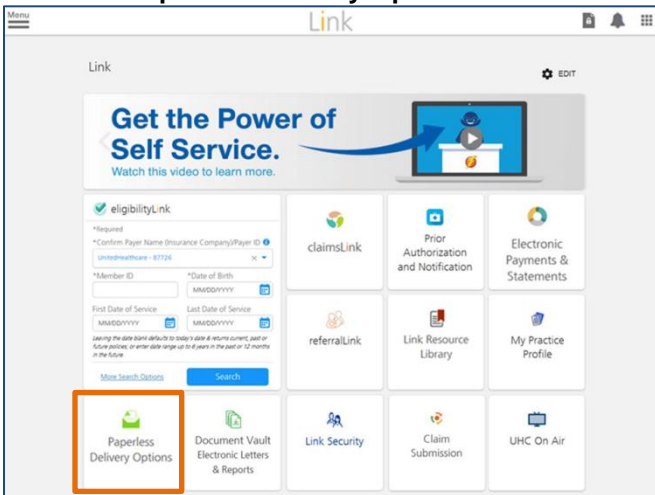
Get Started

NOTE: Only Password Owners have access to this tool.

1. From UHCprovider.com, select **Sign In To Link**

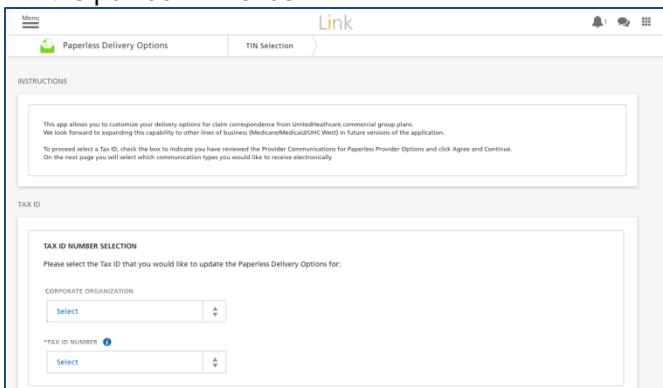


2. Enter your User ID and Password and sign in
3. Select **Paperless Delivery Options**



Confirm Corporate Information

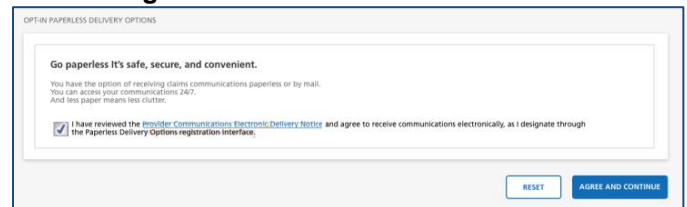
1. Select the appropriate **Corporate Information** from the pull-down menus



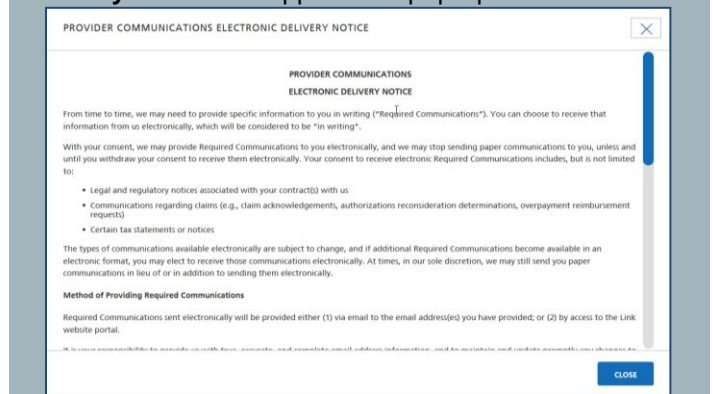
Confirm Corporate Information (continued)

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**

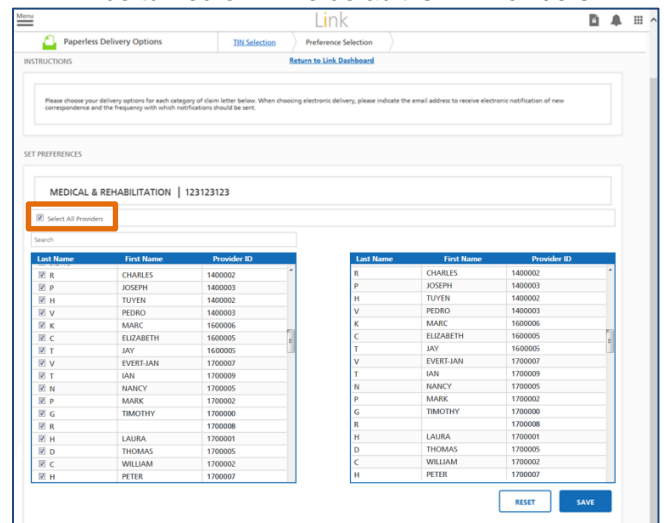


NOTE: The **Provider Communications Electronic Delivery Notice** will appear in a pop-up.



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.

The screenshot shows the 'Set Preferences' page for 'MEDICAL & REHABILITATION | 123123123'. It features a 'Select All Providers' checkbox and a table of providers. The 'ELECTRONIC DELIVERY' radio button is selected for all communication types.

Last Name	First Name	Provider ID
CHARLES		1400002
JOSEPH		1400003
TUYEN		1400002
PEDRO		1400003
MAIK		1600006
ELIZABETH		1600005
JAY		1600005
EVERT-JAN		1700007
IAN		1700009
NANCY		1700005
MAIK		1700002
TIMOTHY		1700000
Laura		1700001
THOMAS		1700005
WILLIAM		1700002
PETER		1700007

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")

The screenshot shows the 'Set Preferences' page with the 'ELECTRONIC DELIVERY' radio button selected for all communication types. The 'EMAIL ADDRESS' field is highlighted with an orange box, indicating where to enter a valid email address.

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

The screenshot shows the 'Set Preferences' page with the 'Notification Frequency' and 'Day of the Week' dropdown menus. The 'Day of the Week' dropdown is set to 'Monday'.

PAPER DELIVERY	ELECTRONIC DELIVERY	COMMUNICATION TYPE	EMAIL ADDRESS	NOTIFICATION FREQUENCY	DAY
<input type="radio"/>	<input checked="" type="radio"/> Turn on all	Additional Info Needed	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Acknowledgements	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Medicaid - Non covered	john_provider@medicalrehab.com	Weekly	Monday
<input type="radio"/>	<input checked="" type="radio"/>	Resubmit	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Reimbursement Request	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Claims Recon Responses	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Therapy Authorizations	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Other	john_provider@medicalrehab.com	Daily	

7. Once updated, click **Save**

Confirmation

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

The screenshot shows the 'Confirmation' page with a success message: 'SUCCESS! YOUR SETTINGS HAVE BEEN CHANGED. PLEASE ALLOW 24 HOURS FOR CHANGES TO TAKE EFFECT.' The updated preferences are shown below.

PAPER DELIVERY	ELECTRONIC DELIVERY	COMMUNICATION TYPE	EMAIL ADDRESS	NOTIFICATION FREQUENCY	DAY
<input type="radio"/>	<input checked="" type="radio"/> Turn on all	Additional Info Needed	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Acknowledgements	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Medicaid - Non covered	john_provider@medicalrehab.com	Weekly	Monday
<input type="radio"/>	<input checked="" type="radio"/>	Resubmit	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Reimbursement Request	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Claims Recon Responses	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Therapy Authorizations	john_provider@medicalrehab.com	Daily	
<input type="radio"/>	<input checked="" type="radio"/>	Other	john_provider@medicalrehab.com	Daily	

Additional **Help Resources** are available at UHCprovider.com/link