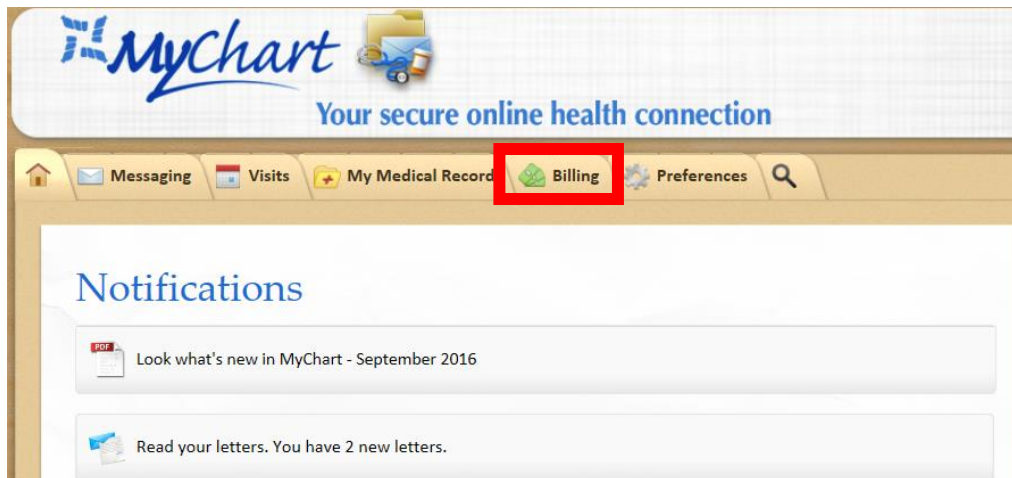


Log into MyChart or sign up for MyChart if needed:

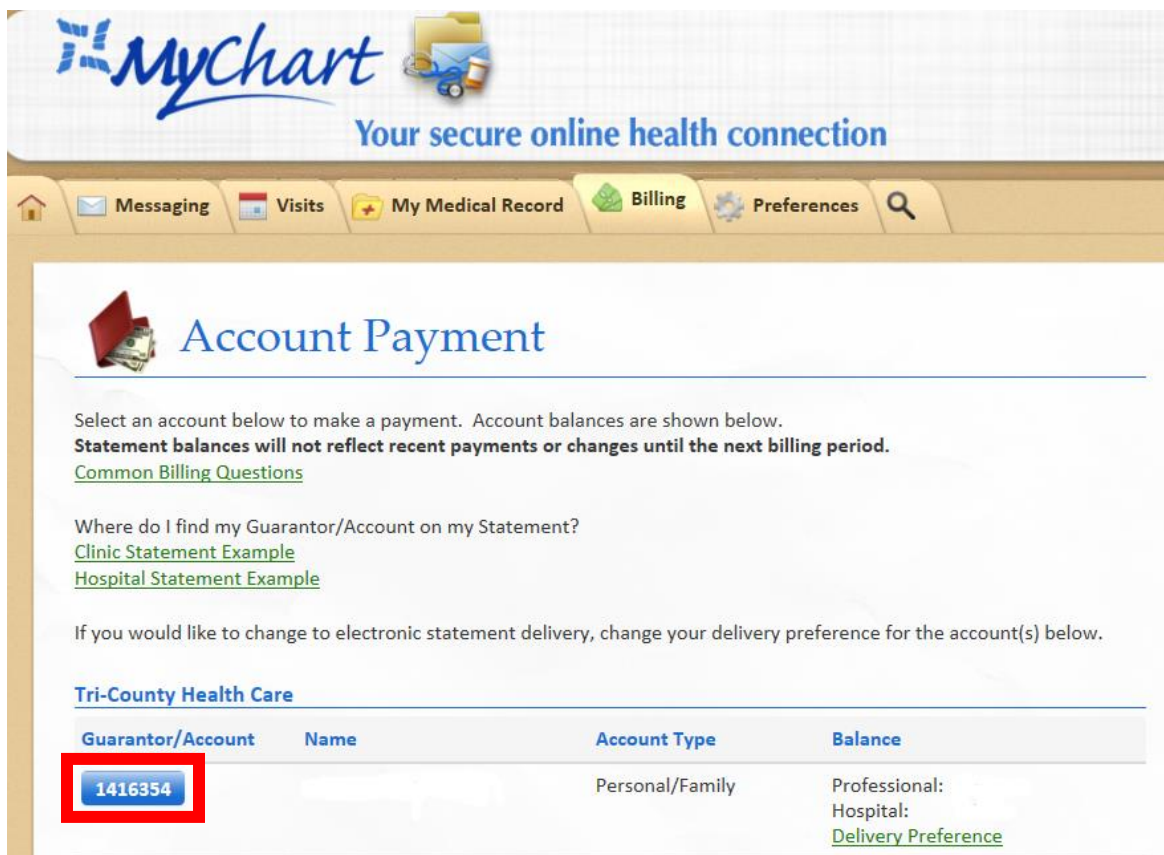
(Go to TCHC's website: [www.tchc.org](http://www.tchc.org) and click on **MyChart** at the top of the page.)



Click on the **Billing** tab and select **Account Payment**:



Click the blue **Guarantor/Account** button for the guarantor you wish to setup on e-statements:



The screenshot shows the MyChart website interface. At the top, the MyChart logo is displayed with the tagline "Your secure online health connection". Below the logo is a navigation bar with icons for Messaging, Visits, My Medical Record, Billing, and Preferences. The main content area is titled "Account Payment" and includes instructions on how to select an account for payment. A table lists available accounts, with the first account highlighted by a red box.

Select an account below to make a payment. Account balances are shown below.  
**Statement balances will not reflect recent payments or changes until the next billing period.**  
[Common Billing Questions](#)

Where do I find my Guarantor/Account on my Statement?  
[Clinic Statement Example](#)  
[Hospital Statement Example](#)

If you would like to change to electronic statement delivery, change your delivery preference for the account(s) below.

**Tri-County Health Care**

Guarantor/Account	Name	Account Type	Balance
<a href="#">1416354</a>		Personal/Family	Professional: Hospital: <a href="#">Delivery Preference</a>

A new window will open. Click **Profile** at the top right of that window.

Confirm your email address. To update, click **Change** within the Email section of your Account Profile:

HOME PAYMENT FAQ PROFILE LOGOUT

Tri-County Health Care

**Contact us:**  
Tri-County Health Care  
415 Jefferson St N  
Wadena, MN 56482  
Office hours are:  
Monday - Friday 8:00am - 4:30pm  
General Number 218.631.3510  
Billing Office 218.631.7498  
Email: [contact@TCHC.org](mailto:contact@TCHC.org)  
Website: [www.TCHC.org](http://www.TCHC.org)

### Account Profile

Your account details are listed below.

Name:  
Guarantor Number:  [Change](#)

Email:  [Change](#)

E-Delivery

Statement Delivery: E-Delivery [Change](#)  
Last eStatement Sent: 1/2/17 3:18 PM

For e-statements, click **Change** within the E-Delivery section of your Account Profile:

HOME PAYMENT FAQ PROFILE LOGOUT

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### Account Profile

Your account details are listed below.

Name:  
Guarantor Number:  [Change](#)


Email:  [Change](#)

E-Delivery

Statement Delivery: E-Delivery [Change](#)  
Last eStatement Sent: 1/2/17 3:18 PM

Check **Yes** for Electronic Delivery and then click **Submit**:

HOME    PAYMENT    FAQ    **PROFILE**    LOGOUT



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Website: [www.TCHC.org](http://www.TCHC.org)

**E-Delivery**  
Please select your delivery preference below.  
Electronic Delivery:  Yes  No

**choose electronic delivery**  
Enjoy the benefits of paperless billing.

- ✓ Securely view statements online
- ✓ Quickly access detailed statement history
- ✓ Conveniently receive statement notifications via email

**Submit**    **Cancel**

Follow us on:  
