

## **Enroll for eStatements**

Select the eStatements tab from the menu bar.

The first time you click on the eStatements tab you'll be presented with an enrollment screen.



## Step 1 (optional)

Click **Details** to see which accounts and document types you can enroll.

Remove the check boxes from any documents you wish to receive on paper.

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ميند	ACCOUNT(5) and Document Enrollment
٠,	available documents for all active accounts. Details
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	madulation .
3.	Please enter a security phrase to be displayed on all valid emails sent from this site.
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4.	Please enter the enrollment passcode in the field immediately below. To see the passcode, cick here.
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	By enrolled hysibid, you are states; to create your statement by small Date among his second your out.  Of agree to the lated terms.  Click berg to see a sample document



## Step 2

Make sure your email address is correct. If no email is listed, you must fill one in.

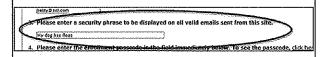
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# Step 3

Enter a word or words that you will recognize.

This is called your eStatement security
phrase. Emails from us regarding eStatements
will contain this phrase.





# Step 4

This step is your key to knowing if you'll be able to read eStatements online. You must have Adobe® Reader® 6.0 or higher installed on your computer to use the service.



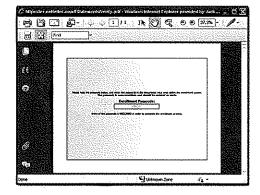
First, click where it says click here.

This will open an Adobe PDF

document in a new window.

In the center of the PDF you will see a passcode word. This word is case-sensitive.

Make a note of the passcode.



Then return to the enrollment screen and type the passcode into Step 4.



## Step 5

Read our terms and conditions then check the box that says "I agree." Finish by clicking the submit button.



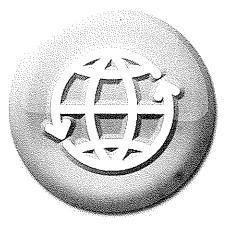
To see a sample statement, click the link in the lower right hand corner.



## **Confirmation**

You'll receive an email from us any time you enroll or un-enroll.

All emails from us regarding eStatements will contain the security phrase you created.



#### **CONGRATULATIONS**

on going paperless and reducing wastel



## **Receiving Documents**

You'll receive an email when your eStatement is ready. Click on the attachment to open it.





## **Login Shell**

Make sure you see your security phrase. Enter your Online Banking username and password.





### **Saving and Printing**

Because the statements open with Adobe, you can use the Adobe toolbar to save or print. (But you don't really want to print, do you?)

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## **Other Tabs**

#### **Account Reconciliation**

✓ Use the Recon tab to balance your checkbook

#### **Change Email Address**

✓ Update your address or security phrase through the Email menu



#### Retention

We retain statements online for 60 days and notices are kept for 30 days.

Be sure to save the statements to your computer or a disk for future reference.



#### **Security Reminders**

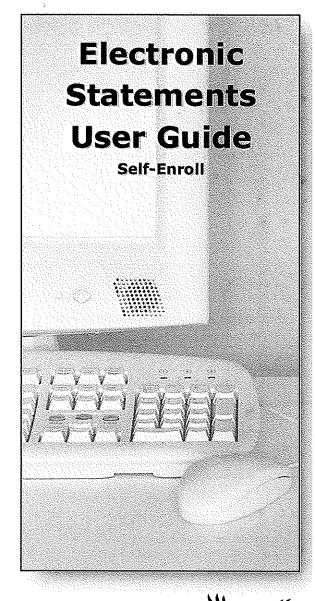
- ✓ We will NEVER email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- ✓ Do not write your pass word down.
- ✓ Change your password frequently.
- Use a different password to access your online accounts than ones you use for other applications.
- ✓ Always exit your online banking session before leaving your computer.



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