

NEW E-STATEMENT ENROLLMENT

(Step-by-Step Instructions)

Enrollment

- 1) Log on to Internet Banking (IB) via the website or the Mobile Banking app
- 2) Go to Services Tab
 - a) Choose Electronic Statements
 - b) A new window will be displayed with the Electronic Correspondence Agreement
 - i) Please read the Terms and conditions of the Electronic Correspondence Agreement.
 - ii) Once you have read the statement, please check the square box below the terms and conditions statement to indicate you have read and agree to these terms and conditions.
 - iii) In addition, to the left and below the Terms and Conditions is an area that will display your email address. (This is the email address that will be used to send you a verification code to complete the enrollment, as well as the email address that will be used for all notifications regarding your e-statements.)

Please note: If you want the verification code to be sent to a different email address than listed, please make the changes within the box where the email address is displayed.
 - iv) Once you have confirmed your email, then click on the "continue" tab. An email with a verification code (to complete the e-statement enrollment process) will be sent to you.
 - v) A new window will be displayed asking you to enter your verification code. You should then check your email for the code.

- 3) Verification Steps (See Attachments- Capture 1 and Capture 2)
 - a) An email will be sent to you with a verification code that will assist you in completing the enrollment process.
 - b) Go back to your IB screen requesting your verification code and enter the code that was sent to you via email.

- 4) Final Steps
 - a) Once you have entered your verification *code*, a new screen will display with the accounts you currently have at that bank. To receive electronic statements, you must check the box to the left of each of your accounts.
 - b) After checking the boxes, click on enroll. (Statements will be available to review 24 hours after enrollment)

Viewing Statements (24 hours after enrollment) (See attachment Capture 3)

- a) Log on to Internet Banking (IB) via the website or the Mobile Banking app.
- b) Go to the account tab and then click on Image Document tab
 - i) Click on E-statement link (under Account Document Column)
 - ii) Click on any of the displayed dates (One year of statements will be displayed)