

How to Enroll in eStatements

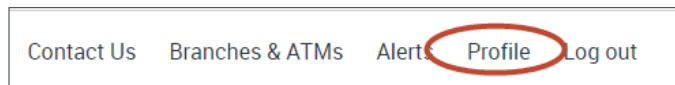
BUSINESS BANKING CUSTOMERS

If your business is not enrolled in eStatements you must complete an updated Schedule A with your Senior Administrator's signature. Please contact your local branch or business banker to get started.

If your business is already enrolled in Deposit eStatements but would like to enroll in Loan eStatements, your Senior Administrator can simply send an email to your local branch or business banker requesting that Loan eStatements be turned on.

PERSONAL BANKING CUSTOMERS

1. Log in to Online Banking
2. Once logged in, click on the Profile link at the top right of the page



3. On the Profile page, click on the Edit button next to Electronic Statements

Profile	
Password	Edit
Challenge questions	Edit
Email	Edit
Electronic statements	Edit
Mobile banking	MANAGE DEVICES

4. A list of your accounts will display and default to Paper Statements. Click the button next to eStatements for the accounts for which you wish to receive electronic statement delivery.

Electronic statements

Accounts
As the account holder, you will receive statement notifications at the email address below.

Email

Account	Delivery Method
HSA FAMILY XXXXXXXX	<input checked="" type="radio"/> Paper <input type="radio"/> eStatements
STATEMENT SAVINGS XXXXXXXX	<input checked="" type="radio"/> Paper <input type="radio"/> eStatements

Terms and conditions
You must read the [electronic statements terms and conditions](#) before you can accept and continue your enrollment. When finished, enter the 4-digit confirmation code found on the last page. Entering a confirmation code confirms that you are able to view and read PDF files, which are used for electronic statements, as required by regulations.

I have read and accept the electronic statements terms and conditions.

Confirmation code *

* Indicates required field

SAVE **CANCEL**

5. To complete your enrollment, click on the electronic statement terms and conditions link (highlighted in blue) at the bottom of your screen. This opens up a PDF document. Read through the terms and conditions and make note of the four-digit code on the last page of the document. You need that code for the next step.

6. Once you have read the terms and conditions, enter the confirmation code in the box and click Save. That's it. You're enrolled!

TO RETRIEVE YOUR ESTATEMENTS:

Each month, you will receive an email letting you know when your eStatements are ready to view.

1. To view your eStatements, log in to Online Banking.

2. Click on the Accounts tab at the top of the page and select the account you wish to view.



3. Click on the Documents button, then enter a date range to view a list of all eStatements in the selected time frame. Click the Submit button and a list of available documents in the date range you selected will appear. The statements are PDF files, so you will need Adobe Acrobat Reader to access your statements. EStatements cannot be accessed from the Mobile Banking app.

Documents

Document Search

Account:

Document Type:

Date Range: To

Submit