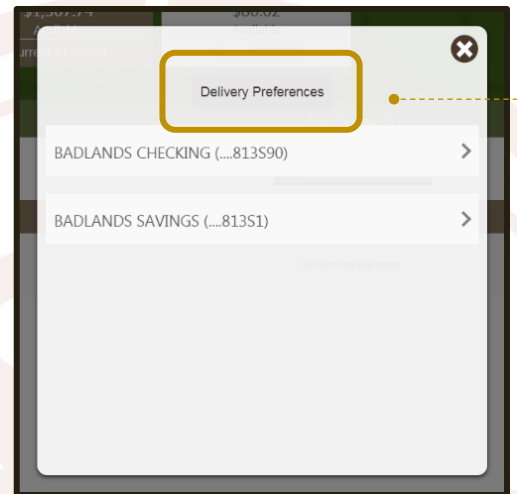


OPT IN TO RECEIVE eSTATEMENTS

If you would like to begin receiving eStatements, or you want your existing eStatements to appear with your online account, just follow these simple steps to save time and money by viewing your statements electronically.

- **Step 1: Select “E-Statements” from the main menu on the left of the screen**

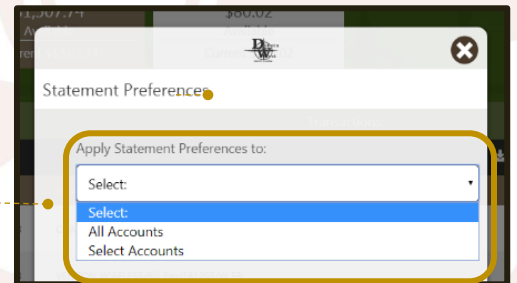
If you are enrolling in eStatements for the first time, you may be asked to read and review the terms of agreement for receiving eStatements.



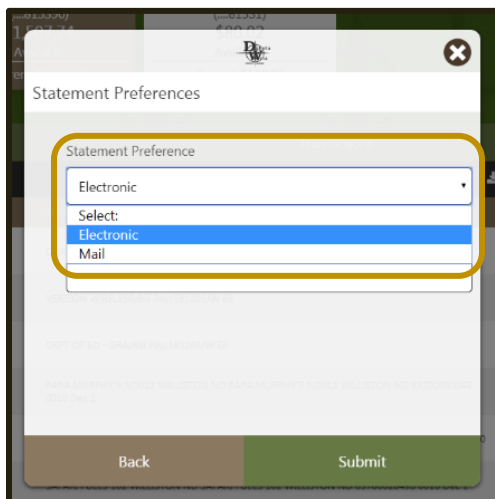
- **Step 2: Select “Delivery Preference” at the top of the pop-up window**

- **Step 3: Select the accounts for which you would like to receive eStatements**

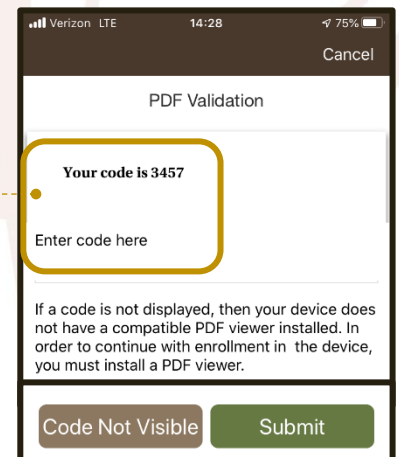
You may select “All Accounts” to apply your eStatement preferences to all accounts at once. Click “Next to continue.



- **Step 4: Select “Electronic” as your statement preference**



The system may ask for you to enter a verifiable code using PDF viewer to confirm you have the necessary Adobe software to view your eStatements. You may need to install the most recent version of Adobe Reader to your computer, or consider requesting your eStatements through your mobile app if you are unable to view this code.

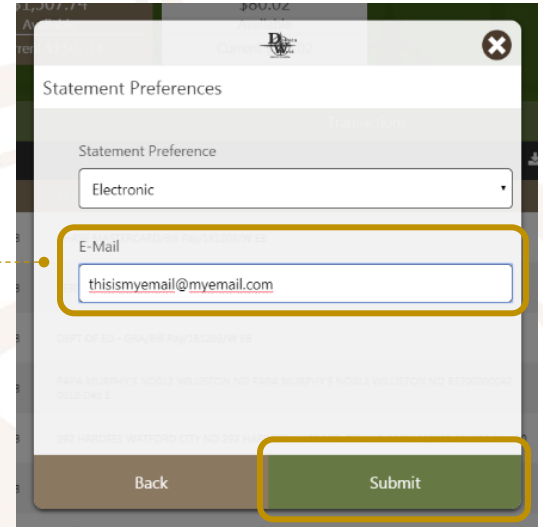




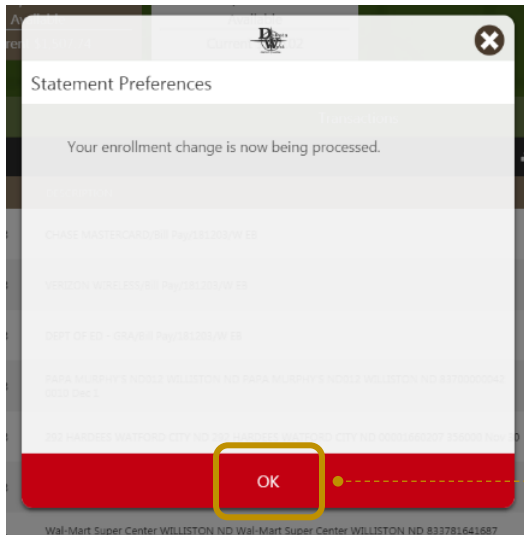
Step 5: Enter your email address

Dakota West Credit Union will send you an email each month when your eStatements are ready to be viewed.

When you are finished, click "Submit" to save your preferences.



Step 6: Congratulations, you have enrolled in eStatements



Your eStatements will be available under your Primary Share account.

Please note that it may take up to ten minutes for your eStatements to appear in your account, depending on the number of accounts and the number of eStatements available to you.

Step 7: View or Save your eStatements

Expanding the arrow to the right of each account will allow you to expand the account folder and view all of your available eStatements. Double-click on the "View" or "Save" icons to access your eStatements.

Selecting "View" will open a window within the website to allow you to view your eStatement. Once open, you can also download and save the eStatement to your computer.

Selecting "Save" will allow you to download the eStatement directly to your computer. Once you download the file, you can access it as a .PDF file, including opening, printing, and emailing the eStatement.

eStatements on the go

You may also update your eStatement delivery preferences and view your eStatements from your mobile device by logging into our [mobile app](#). The mobile app is available on the Google Play Store and the Apple App Store.

