



# e-Statement

1. When logged into My Accounts On-line, click the far left menu labeled "Accounts" at the very bottom of the drop down you will see "eStatement" click on that should bring you to a page that looks like this. You will need to review the disclosure, once you agree you will need to click the box that says "I accept" and then click the button that says "Accept"

The screenshot shows the "eStatements Disclosure" page. At the top is a navigation bar with links: ACCOUNTS, CHECK SERVICES, TRANSFER, BILL PAY, VOICE SETUP, OPTIONS, HELP, JUST ASK, and LOGOUT. Below the navigation bar is a printer icon. The main heading is "eStatements Disclosure". On the left, there is a note: "Note: This disclosure is presented in PDF format. If you need a PDF Viewer, click the link below." Below the note is a button for "Get ADOBE READER". In the center, there is a text box: "Please read the following disclosure, check the 'I Accept' option, and then click Accept to acknowledge your agreement with these terms." Below this is a "View Disclosure" button. Further down, there is another text box: "Check the box below to accept. If you 'Accept' then you are acknowledging that you can read PDF documents and that you understand the terms of this disclosure. If you are unsure, you can click on the Adobe Reader link to visit their site and download a PDF viewer. If you do not 'Accept', you will not be able to view/change eStatements." Below this text is a checkbox labeled "I Accept". At the bottom are "Accept" and "Cancel" buttons.

2. The next page will ask to set-up your email. If there is an email address on file that will populate and you can check the box next to the appropriate email and click "submit". If you have a new address type it in the box provided and then click "submit"

The screenshot shows the "Setup Email List" page. At the top is a navigation bar with links: ACCOUNTS, CHECK SERVICES, TRANSFER, BILL PAY, VOICE SETUP, OPTIONS, HELP, JUST ASK, and LOGOUT. Below the navigation bar is a printer icon. The main heading is "Setup Email List". Below the heading is a text box: "To complete the opt-in process, you must specify/confirm email addresses below. Email addresses selected/checked here will receive alerts for specific eStatements. If an email is unselected/unchecked from this list, it will be removed for all appropriate eStatements." Below this is another text box: "New email addresses are being added to your primary accounts only. You may verify/change settings for all accounts by clicking the edit icon conveniently displayed next to each account statement. If you do not see your email address listed on that page, please contact the financial institution." Below the text boxes is a "Check All" link and a checkbox next to a redacted email address. Below that is a text input field labeled "New Email Address (Optional)". At the bottom are "Submit" and "Cancel" buttons.

3. The next screen will confirm you're successfully opted in.