

# DIGITAL BANKING

# **How to Enroll eStatements**

Stay organized and say goodbye to paper files. Enroll in eStatements today to access your statements, notices, and tax forms through digital banking.

#### 01 Navigate to Sign Up

- From the center of your dashboard, click on the eStatements icon
- Acknowledge the terms for electronic delivery by clicking **Accept**

## 02 Select Accounts

- Select the account(s) you would like to enroll for electronic delivery of your statements and notices
- Click Save

### 03 Manage Enrollment Settings

- If at any time you need to make changes to your enrollment, you can navigate back to the document dashboard located under Advanced Account Settings
- From your dashboard, select an account you want to work with
- Click the **Settings** icon
- Scroll down to eStatements and click Advanced Settings
  - Sign Up/Changes
    - Enroll and Unenroll in your available accounts
  - Email Settings
    - Update your email for electronic delivery notifications
  - o Additional Recipients
    - Add additional authorized recipients whom you want to receive copies of your statements (i.e. accountant or office manager)
    - Additional recipients will receive an exact copy of your statements

For step-by-step instructions on how to download your statements, see our guide for **How to download eStatements**.

Continents agreement           This agreement provides consent to receive bank statements for your selected accounts by electronic delivery. These electronic bank statements are called estatements.           To receive your statements electronically, you will need access to a computer that satisfies the minimum web browser requirements for online banking. Additionally, you will need access to a printer or the ability to download the information, in order to keep copies for your records. By selecting, 'I Agree,'' you understand and agree that you can meet these requirements.           You are responsible for providing us with updated contact information, such as changes in your email address. Each statement period we will send you an electronic notice that your statement or the items referenced to determine whether any payment was not authorized because of an alteration of an item or because a purported signature by or on behalf of you or other signatory on the account was not authorized because of an alteration of an item or because a purported signature by or on behalf of you erronomence at the time the Bank sends you the email notification that your statement is available.           You have the right to withdraw your consent to receive bank statement(s) electronically at any time by cancelling your enroliment in the service through your Online account. You can do this by un-checking the "Enable estatement" box that you selected when you enrolled in Statements.           Advanced settings >         Enroll	N	Docum	nente agroome	nt	
This agreement provides consent to receive bank statements for your selected accounts by electronic delivery. These electronic bank statements are called estatements. To receive your statements electronically, you will need access to a normuter that statisfies the minimum web browser requirements for online banking. Additionally, you will need access to a printer or the ability to download the information, in order to keep copies for your records. By selecting, 1 Agree," you understand and agree that you can meet these requirements. You are responsible for providing us with updated contact information, such as change in your email address. Each statement period we will send you an electronic notice that your statement is available through your Online account. You understand that you have a duty to exercise reasonable promptness in examining the electronic statement or behalf of you or other signatory on the account was not authorized. The statute of imitations governing these responsibilities will commence at the time the Bank sends you the email notification that your statement is available. You have the right to withdraw your consent to receive bank statement(s) electronically at any time by cancelling your enrollment in the service will the two use another and by un-checking the "Enable eStatement" box that your selected when you ennolled in Statements. The estatement estimates and advince account. You can do this by un-checking the "Enable eStatement box that you selected when you ennolled in Statements. Enroll		Docum	nents agreente	in and the second se	
To receive your statements electronically, you will need access to a computer that statisfies the minimum web browser requirements for online banking. Additionally you will need access to a printer or the ability to download the information, in order to keep copies for your records. By selecting, 'I Agree,'' you understand and agree that you can meet these requirements.  You are responsible for providing us with updated contact information, such as changes in your email address. Each statement period we will send you an electronic notice that you have a duty to exercise reasonable promptness in examining the electronic statement or the times referenced to determine whether any payment was not authorized because of an alteration of an item or because a purported signature by or on behalf of you or other signatory on the account was not authorized because of an alteration of an item or because a purported signature by or on behalf of you or other signatory on the account was not authorized. The statuce of limitations governing these responsibilities will be electronic statement or the utems reference seponsibilities will be electronically at any time by canceling your enrollment in the service through your Online account. You can do this by un-checking the 'Enable estatement' box that you selected when your enrollment in the service will advanced settings so that wour selecting the statements. The estatement genotice will be advanced settings so the settings and the service 'genotic''''''''''''''''''''''''''''''''''''	This agreement pr accounts by electr eStatements.	ovides consent to re ronic delivery. These	ceive bank stater electronic bank s	nents for your selected tatements are called	d
Source responsible for providing us with updated contact information, such as changes in your email address. Each statement period we will send you an electronic notice that your statement is available through your Online account.         You understand that you have a duty to exercise reasonable promptness in examining the electronic statement or the Items referenced to determine whether any payment was not authorized because of an alteration of an item or because authorized. The statute of limitations governing these responsibilities will commence at the time the Bank sends you the email notification that your statement is available.         You have the right to withdraw your consent to receive bank statement(s) electronically at any time by cancelling your enrollment in the service through your our online account. You can do this by un-rockexing the "Enable estatement" box that your selected when you enrolled in estatements. The estatement service will         estatements       Enroll	To receive your sta that satisfies the n Additionally, you w information, in ord you understand an	atements electronica ninimum web brows vill need access to a ler to keep copies for nd agree that you car	ally, you will need er requirements f printer or the abil r your records. By n meet these requ	access to a computer or online banking. ity to download the selecting, "I Agree," irements.	
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