

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**

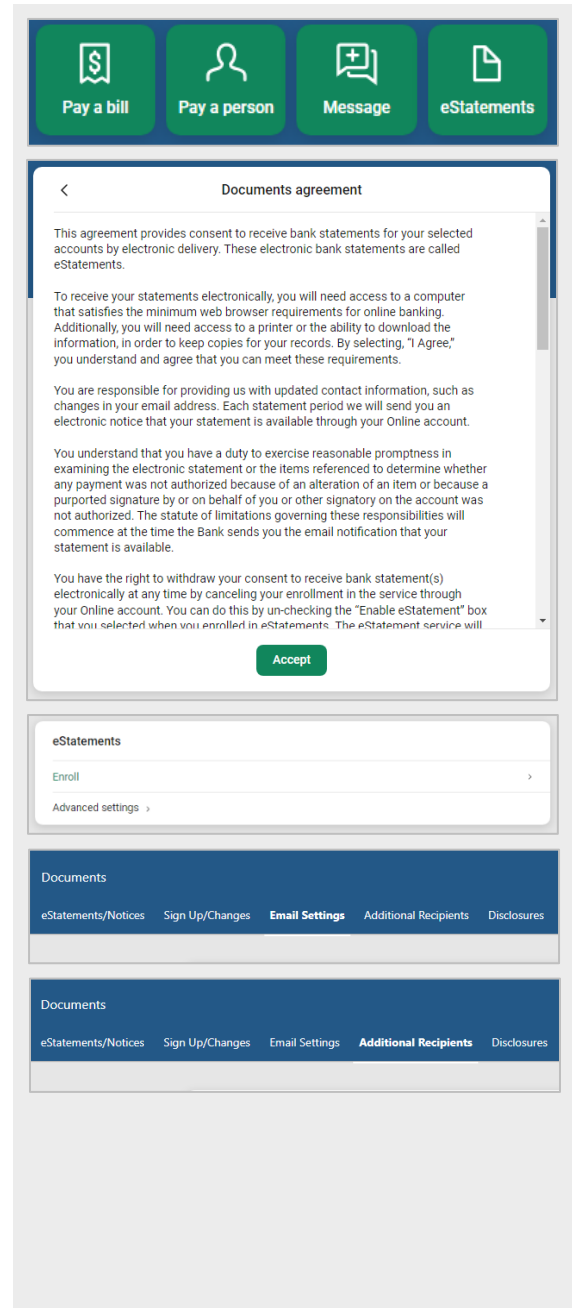
02 Select Accounts

- 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
 - **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**.



The screenshot displays the MainStreetBank digital banking interface. At the top, there is a navigation bar with four icons: 'Pay a bill', 'Pay a person', 'Message', and 'eStatements'. Below this, a 'Documents agreement' screen is shown, containing text about electronic delivery and a green 'Accept' button. Underneath the agreement, there is a section for 'eStatements' with an 'Enroll' button and a link to 'Advanced settings'. At the bottom, there are two 'Documents' sections, each with a navigation bar including 'eStatements/Notices', 'Sign Up/Changes', 'Email Settings', 'Additional Recipients', and 'Disclosures'. The second 'Documents' section has 'Additional Recipients' highlighted.