

# 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
- Click on **Sign Up/Changes** within the document dashboard

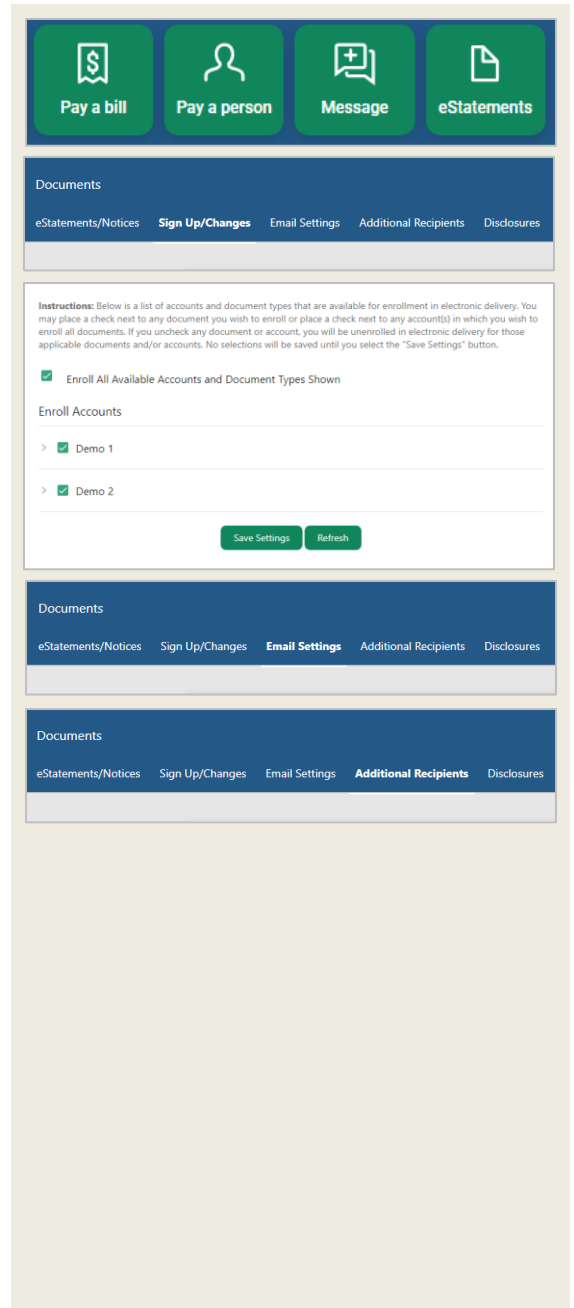
## 02 Select Accounts

- Select the account(s) you would like to enroll for electronic delivery of your statements and notices
  - Check the box to **Enroll All Available Accounts**, or
  - Check each account individually if you don't want to enroll all of your accounts listed
- Click **Save Settings**

## 03 Manage Enrollment Settings

- If at any time you need to make changes to your enrollment, you can navigate back to the document dash board and update
  - **Sign Up/Changes**
    - Enroll and Unenroll in your available accounts
  - **Email Settings**
    - Update your email for eStatement 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 are four green buttons: "Pay a bill", "Pay a person", "Message", and "eStatements". Below these is a "Documents" dashboard with tabs for "eStatements/Notices", "Sign Up/Changes", "Email Settings", "Additional Recipients", and "Disclosures". The "Sign Up/Changes" tab is active, showing instructions for enrollment and a list of accounts to enroll. The "Enroll Accounts" section shows two demo accounts, "Demo 1" and "Demo 2", both with checkboxes selected. Below the list are "Save Settings" and "Refresh" buttons. The "Additional Recipients" tab is also visible in the dashboard below.