E-Statements Enrollment
Instruction Guide

Enrolling in Electronic Statements & Notices
Step 1: Select the **Statements & Notices** tab from the menu bar.
Step 2: Select **Enrolled Accounts** from the side/top menu.
Step 3: Checkmark the accounts for which you'd like to receive statements and notices electronically.
You're now enrolled in E-Statements! It's that easy!

Setting up Statement Notification Alerts
Step 1: Select the **Statements & Notices** tab from the menu bar.
Step 2: Select **Alert** from the side/top menu.
Step 3: Select the Account, Notification Method, and Document type for which you'd like to receive notification alerts.
Want to have your accountant notified when a statement is available? No problem! Add them as an Additional User under **User Profile and their contact information will be available to use in the "Alert Contact" drop down.

Retention
Statements and Notices are retained online for 24 months.

Security Reminders
- We will NEVER email you requesting your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- Do not write down your password(s).
- Change your password(s) frequently.
- Use a different password to access your online accounts other than the ones you use for other applications.
- Always exit your online banking session before leaving your computer.