

E-Statement – Sign Up

The initial opportunity to sign up for eStatements comes when you are signing up for Online Banking for the first time. When you receive this screen:

1. Select the account(s) you wish to have eStatements
2. Confirm your E-mail Address
3. Click on the Electronic Statement Disclosure to obtain a code at the bottom of the Disclosure.
4. Once you have reviewed the Disclosure you can check the box to “Agree to the Terms and Conditions”.
5. Enter the **Confirmation Code** from the Disclosure Statement in the appropriate area.
6. Click *Accept*.
7. Once you have selected *Accept*, you will be signed up for eStatements.

If you did not take the opportunity to sign-up for eStatements when you enrolled in Online Banking, you can now enroll through Online Banking.

To enroll in eStatements through Online Banking:

1. Sign in to Online Banking
2. Select **Options**
3. Scroll down to **eStatement Enrollment**
4. Select **Edit**
5. Complete the screen