

To Enroll in Electronic Statements

- To sign-up online:
 - Log-in to online banking
 - Profile (top right)
 - Electronic Statements
 - Edit
 - Choose “Checking Statement” for each account for electronic statement
 - Terms and Conditions: “electronic statements terms and conditions” is a hyperlink to click and read Terms and Conditions
 - Scroll all the way to bottom of Terms and Conditions for confirmation code
 - Check box to accept Terms and Conditions and enter Confirmation Code
 - Save

To Print Electronic Statements

- Log-in to online banking
- Documents
- Account: choose account for statement
- DocType: EStatements
- Date Range: dates needed