



## Getting started with e-Statements

### How to enroll in and begin using e-Statements

**Once you have access to Online Banking, getting signed up for e-Statements just takes a few easy steps.**

1. Log into online banking or the mobile app.
2. Click on the “Settings” tab and then select “Statement Delivery”
3. Select which account(s) you want to receive electronic statements for by selecting “E-Statement” from the “Delivery Type” drop down box.
4. Accept the “E-Statement Delivery Agreement”
5. Verify there is a valid email address next to each account that you have selected to receive e-statements.
6. Beginning the next statement cycle, you will receive an email notifying you that your e-statements are now available to be viewed through Online Banking.
7. Mother Nature thanks you for going green!

**After signing up for e-Statements, accessing and viewing your statements are just as easy.**

1. Log into online banking or the mobile app.
2. Click on the “Services” tab and then select “Statements”
3. Select which account you would like to view your statement for.
4. Select any date from the list to view the e-Statement.
5. You can then view, print or save a copy of the e-Statement.
6. If you are having trouble viewing the e-Statement, you may need to download [Adobe Acrobat Reader](#).