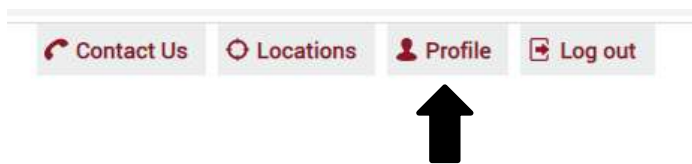


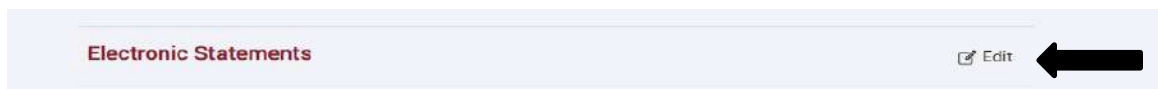
# To Enroll in Bank 1<sup>st</sup>'s E-statements

**\*\*NOTE\*\* To enroll in e-statements you must first be enrolled in online banking.**

After you are logged into your Bank 1<sup>st</sup> Online Banking, at the top left of the home screen, select **Profile**.



Then click on **Electronic Statements Edit**.



Select the accounts you would like sent by electronic statement.

As the account holder, you will receive statement notifications at the email address below.

Email

Account	Delivery method
E-Checking <input type="text"/>	<input type="radio"/> Paper <input checked="" type="radio"/> eStatements
Savings: <input type="text"/>	<input checked="" type="radio"/> Paper <input type="radio"/> eStatements
Savings <input type="text"/>	<input checked="" type="radio"/> Paper <input type="radio"/> eStatements
Savings <input type="text"/>	<input checked="" type="radio"/> Paper <input type="radio"/> eStatements
HSA <input type="text"/>	<input checked="" type="radio"/> Paper <input type="radio"/> eStatements

**Terms And Conditions**

You must read the [electronic statements terms and conditions](#) before you can accept and continue your enrollment. When finished, enter the 4-digit confirmation code found on the last page. Entering a confirmation code confirms that you are able to view and read PDF files, which are used for electronic statements, as required by regulations.

I have read and accept the electronic statements terms and conditions.

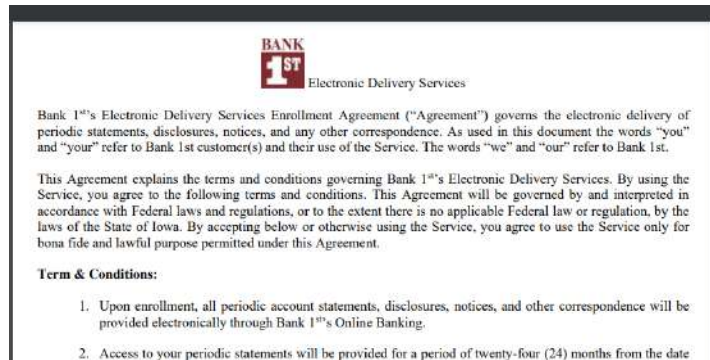
Confirmation code \*

\* Indicates required field

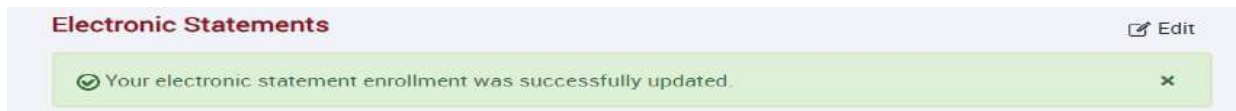
Two large black arrows point to the checkbox and the confirmation code input field.

Once you have read the electronic statements terms and conditions, **check the “I have read and accept the electronic statements terms and conditions”** and **enter in the 4 digit confirmation code found on the last page of the Terms and Conditions, select “Save”**.

**\*\*NOTE:** This agreement is a pdf document. If you cannot view the disclosure shown below, you must install Adobe Reader (free software that allows you to view pdf documents).



After you have saved your statement preferences, you will see the following notice that your enrollment was successful.



This indicates you have successfully finished the e-statement enrollment process.

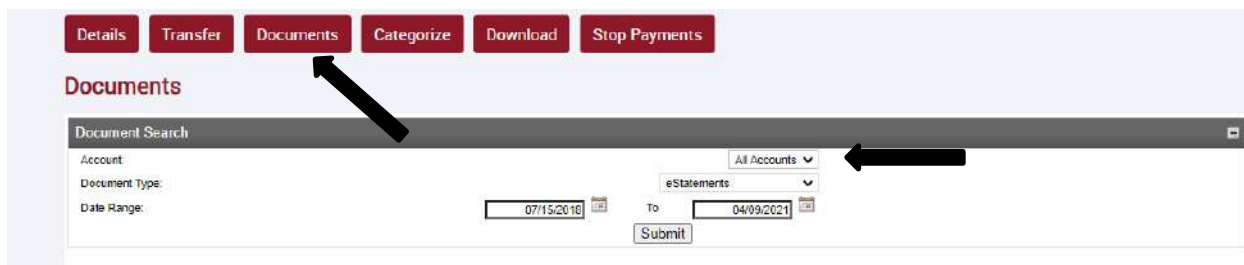
### To access your e-statements you must:

1. Sign into online banking.
2. On the home screen, choose **Accounts** at the top of the page.



3. Select **Documents** and choose the account you would like to view. Click Submit.

**\*\*NOTE:** All of your accounts will display in the account drop down box including loans, certificates of deposits, safe deposit boxes, etc; however, statements will only be available for viewing for those DDA accounts that you have chosen to receive electronically.



4. A listing of all statements by date will appear. Click on any one of the dates for your statement.

**\*\*NOTE:** It may take a few seconds for your statement to load for viewing.

If you have any troubles accessing your e-statement, please contact the bank at (563) 422-3883.