## **ESTATEMENT** REGISTRATION

- 1. Log in to Online Banking
- 2. Choose Additional Services tab.
- 3. Select **eStatements** from the drop-down menu.



4. The page will display statements currently available. To view, choose **Account Statement** next to the month and year you wish to view.

|                    |                 |          | eStatem | ents       |                      |
|--------------------|-----------------|----------|---------|------------|----------------------|
| Account Statements | VISA Statements | Settings |         |            |                      |
|                    |                 |          |         |            |                      |
| Document           |                 |          |         | Date       | Status               |
| Account Statement  |                 |          |         | 05/31/2022 | Viewed on 06/03/2022 |
| June 2022          | Insert          |          |         |            | Not Viewed           |
| Account Statement  |                 |          |         | 04/30/2022 | Viewed on 05/05/2022 |
| May 2022 I         | nsert           |          |         |            | Viewed on 05/31/2022 |
| Account Statement  |                 |          |         | 03/31/2022 | Viewed on 04/28/2022 |
| Account Statement  |                 |          |         | 02/28/2022 | Viewed on 04/28/2022 |

5. Select the **Settings** tab to see registration status.



6. If **Start Paper Statements** button appears, this confirms eStatement enrollment is complete.

|                              | eStatements            |                     |                   |           |          |  |  |  |
|------------------------------|------------------------|---------------------|-------------------|-----------|----------|--|--|--|
| Account Statements           | VISA Statements        | Mortgage Statements | Escrow Statements | Tax Forms | Settings |  |  |  |
| <b>F</b> irme lline e        |                        | _                   |                   |           |          |  |  |  |
| Enrolime                     | nt Preference          | e                   |                   |           |          |  |  |  |
| You are currently Start Pape | enrolled to receive es | Statements          |                   |           |          |  |  |  |

7. If **Start eStatements** button appears, click **Start eStatements** to enroll. This will prevent the \$2.00 paper statement fee.

| Settings |
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Receive a paper statement in the mail for \$2.00 per month or enroll in free eStatements (electronic statements). Members under the age of 18, Senior Member Accounts, and department SSI excluded. Ask for details.