

To enroll your email address to receive e-Statements, follow the steps in this guide.

From your main dashboard, click Reporting followed by Electronic Documents from the resulting dropdown menu.

A Notifications	Cut-Off Times	ast Login: 05/15/2023,	12:57 PM, EST	*	Hi, 👻
DASHBOARD	ACCOUNTS -	PAYMENTS -	REPORTING	•	ADMIN -
		All Reports			Dashboard
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		Standard Reports			
ACH Rules and Regula	ations for ACH Oric	Electronic Documer	nts		

The first time you visit this page, you will need to accept the terms and conditions. You should also verify that your email address is correct. After you have reviewed the terms and conditions and verified your email, click I Agree.

You may choose to receive your statements for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:								
1. Account(s) and Document Enrollment								
All evailable documents for all active accounts. Details								
2. Please review the following email address. If not correct, please update it in the space sh	own.	1						
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		Click here to see a sample document.						
I Agree Decline Errolment								

You will then see an Enrollment Confirmation pop-up and receive a confirmation message to the email address you enrolled for e-Statements.



After you complete this process, selecting Electronic Documents from the Reporting tab of your main dashboard will take you to the page where you will view statements and make changes regarding account access, email settings, and additional recipients.

SIGN UP/CHANGES	ESTATEMENTS/NOTICES	EMAIL SETTINGS	ADDITIONAL RECIPIENTS	DISCLOSURES				
You have no documents available to view for this account.								
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Note – You will only be able to view statements on accounts going forward from the date of enrollment. To obtain prior statements, please contact your local branch, and a representative will be able to assist.