

## **QUICK START GUIDE**

# E-Statements & E-Notices

### FREE, CONVENIENT, SECURE

- · Delivered through the security of Online Banking.
- Receive your Statements and Notices faster.
- · Save paper.

#### **HOW TO GET STARTED**

You'll need to log into Online Banking and navigate to the E-Statements page. Click the check box on the side, accept the Terms and Conditions and you'll be opted in for both E-Statements and E-Notices.

You'll have instant access to view up to 18 months of E-Statements.

#### **ACCESSING E-STATEMENTS**

- 1. Select *E-Statements* under the *More* menu in Online Banking.
- 2. From the drop down, choose the member number for the membership you'd like to see.

#### **ACCESSING E-NOTICES**

- 3. Select E-Notices under the More menu in Online Banking.
- 4. Choose the member number for the membership you'd like to see and click *Next*.







