HOW TO SET-UP ONLINE ESTATEMENTS

The following steps show how a user can set up online statement viewing through the Business eBanking platform. Should you have any questions, please do not hesitate to contact the Business Services Group.

1. Hover over the **Reports** tab, then click on **Statements and Documents**
2. Click **View and Maintain Document Preferences** in red at the top of the page
3. Select a **Delivery Preference** for each entitled account (choose Online to access statements in Business eBanking)
4. Click **Continue**
5. Read the terms of the **Business eStatement Consent and Authorization** form by clicking the blue link. Click **Agree** to continue with receiving eStatements.
6. Click **Save preferences**

Additional things to note:

Messages are automatically sent to your online message center when new statements and documents are available for viewing.

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