HOW TO SET UP ONLINE DOCUMENTS

The following steps show how a user can set up online eStatements and eNotices through Business eBanking. 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 document type (Statements and Notices) for each account

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/eNotices.

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.

Both eStatements and eNotices are available for up to 7 years.

Email notifications are mandatory for eNotices. (The email does take **2-3 days after** to arrive)