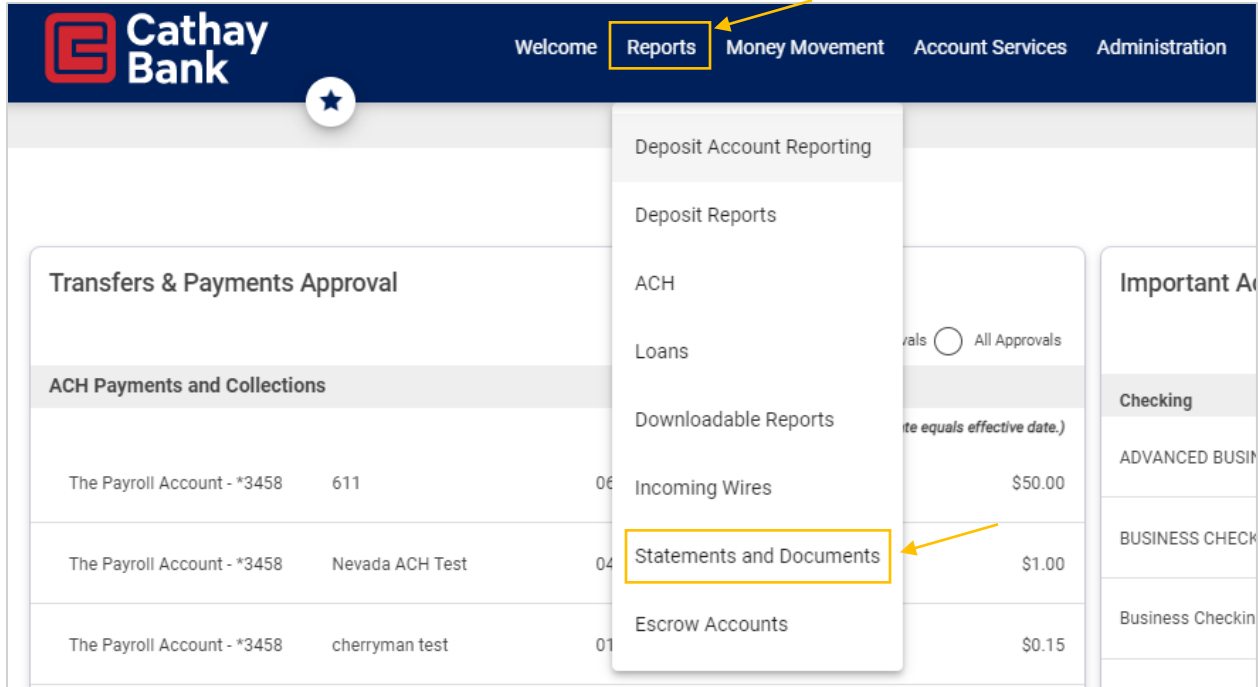


# Enable E-Statements

1. Navigate to the **Reports > Statements and Documents**. Click on Statements and Documents.



2. You will then click on “**View and maintain document preferences**”.

### Online Documents

#### Search Statements and Documents

[View and maintain document preferences](#) [Legal notices, agreements, and documents disclosures](#)

#### New Requests

**View**

Most recent documents for an account type

Documents for a specific account (select account below)

Filter By Account  
All accounts

Account  
Public Funds CD - Certificate of Deposit - 122203950 - \*0497

**Document Type**

Statement

**Continue**

3. You will see a list of available statement options, including paper statements and e-statements. Locate the option to enable or sign up for e-statements and select it.

### Online Documents

#### Manage Delivery Preferences


[New selection](#) | [Legal notices, agreements, and documents disclosures](#)

ABA	Account	Description	Account Type	Document Type	Delivery Preference
122203950	*0013	BUSINESS CHECKING	Checking	Statement	Paper
122203950	*0020	Business Checking	Checking	Statement	Online
122203950	*0497	Public Funds CD	Certificate of Deposit	Statement	Online & Paper

4. Once you have completed the necessary steps, click on the “**Save Preferences**” button to confirm your preference for e-statements.

### Online Documents

#### Verify Preferences

 You are updating the delivery preferences for these account documents. Documents with "Paper" delivery will no longer be available for online viewing.

[Make preference changes](#)

ABA	Account	Description	Account Type	Document Type	Delivery Preference
122203950	*0013	BUSINESS CHECKING	Checking	Statement	Online


**Save Preferences** Cancel



Once it is saved you will get confirmation of the changes that were made.

Online Documents

Delivery Preference Confirmation

 Your statement and document preferences have been saved successfully.  
You will automatically receive a message in your online message center when new statements are available for viewing.

[Make preference changes](#) | [New selection](#) | [Manage alerts](#)

ABA	Account	Description	Account Type	Document Type	Delivery Preference
122203950	*0013	BUSINESS CHECKING	Checking	Statement	Online

You will receive notifications via the online banking platform when new e-statements are available for viewing.

**For additional help please reach out to your service team or call the support line at (800) 922-8429, Press 1.**