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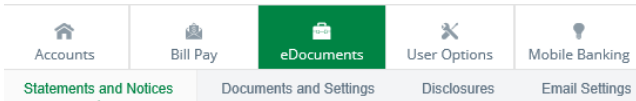
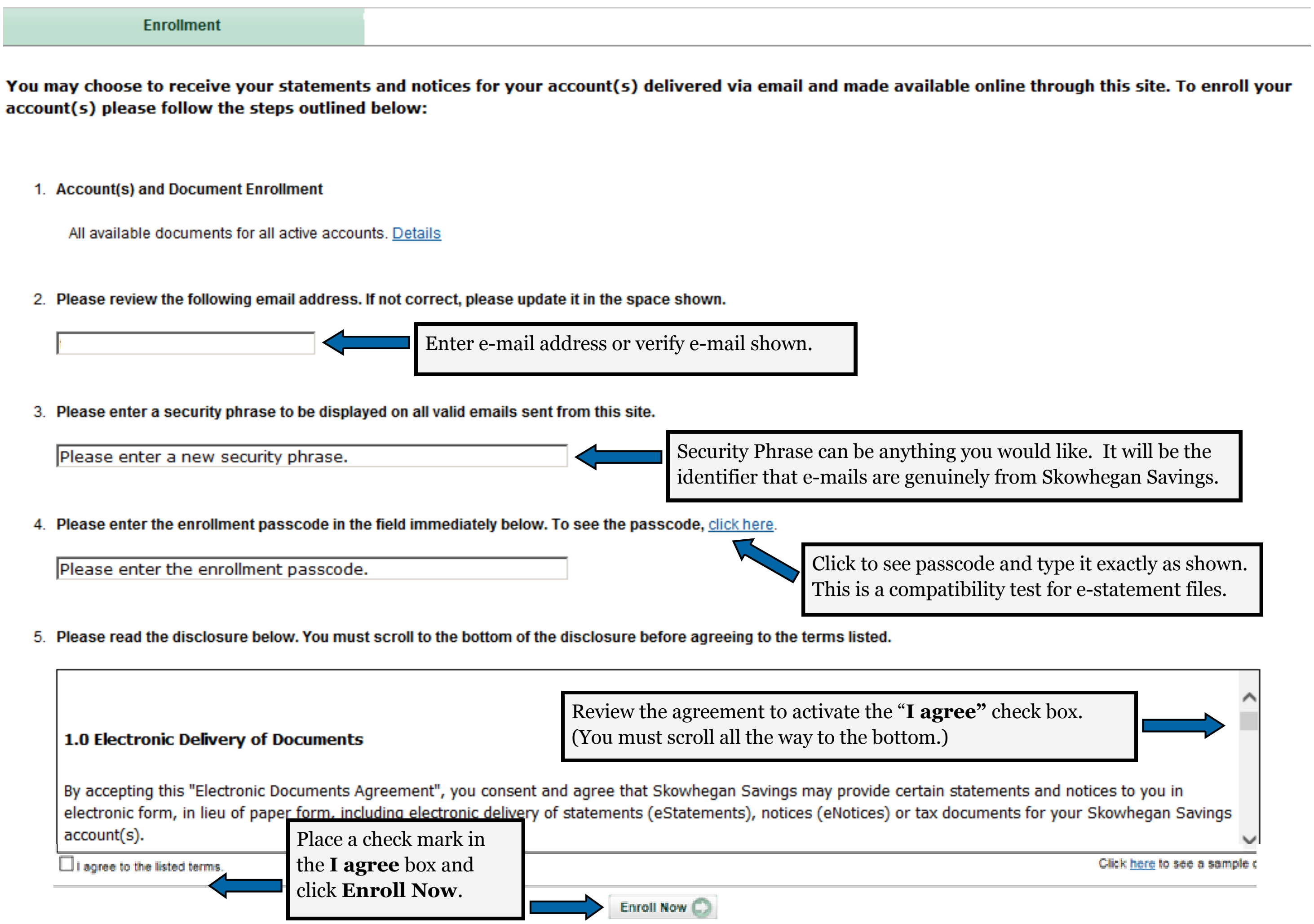
Electronic Documents Quick Reference

eDOCUMENT ENROLLMENT

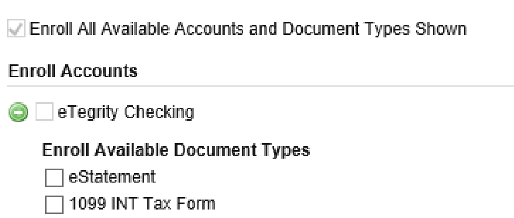
1. Login to your Online Banking.
2. Click the eDocuments tab.



3. The below screen will display. Follow the prompts to complete enrollment.



4. Click Documents and Settings to select the accounts and documents that you would like to receive electronically.
5. By default, the "Enroll All Available Accounts and Document Types Shown" box is checked. If you do not wish to enroll all accounts, you may un-check this box and individually check mark the accounts and documents you would like to enroll, including tax documents. (eDocuments are available for Checking, Savings, Club, CD, Mortgage Loans, Commercial Loans and Overdraft Protection accounts.)

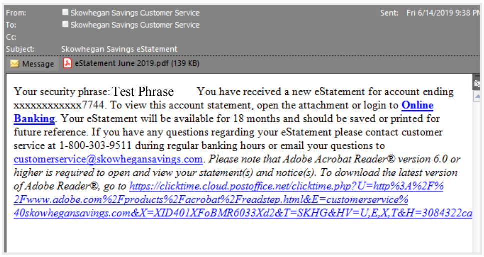


6. Click the Save Settings button to finalize enrollment.

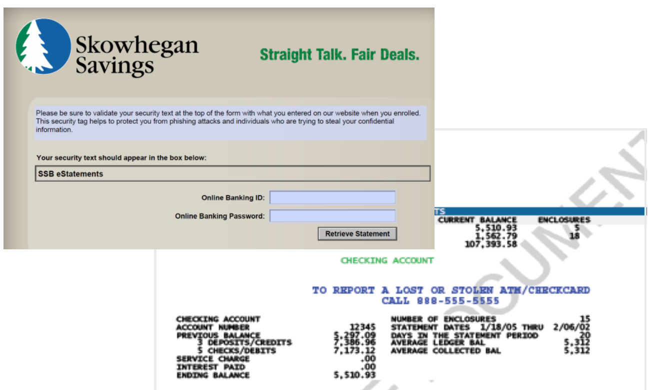
VIEWING eDOCUMENTS

Method 1

1. When a statement or notice is generated, an email will be sent to you that contains a PDF attachment. (Adobe Acrobat Reader® version 6.0 or higher is required to open and view your statements and notices.)



2. Click on the attachment and a login box will open, enter your Online Banking ID and Password. The document opens within Adobe Reader. You may save or print the document for your convenience.



Method 2

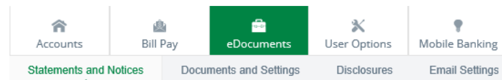
1. Login to your Online Banking.

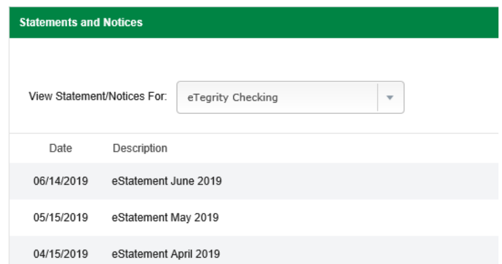
2. Click the eDocuments tab and then Statements and Notices.

3. Use the drop down menu to choose which account you would like to view the statement/notice for.

4. A list of available documents will appear. Click on "View" to open or save the document.

5. You may save, print or download any document for your records.

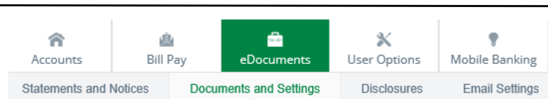




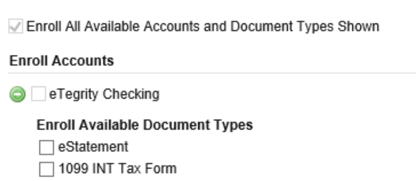
Note: Statements and notices are available online for 18 months from enrollment. We can reprint any previously issued statements, standard research fees apply.

UNENROLLING ACCOUNTS AND DOCUMENTS

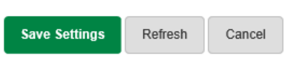
1. Click Documents and Settings



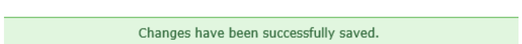
2. Deselect accounts or document types desired to unenroll.



3. Click Save Settings



4. Your settings will be saved



5. An e-mail confirmation will be sent to your e-mail on file.