

Electronic Documents Quick Reference

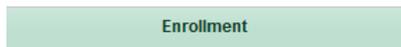
eDOCUMENT ENROLLMENT

1. Login to your Online Banking.

2. Click the eDocuments tab.



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



You may choose to receive your statements and notices for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:

1. Account(s) and Document Enrollment

All available documents for all active accounts. [Details](#)

2. Please review the following email address. If not correct, please update it in the space shown.

 Enter e-mail address or verify e-mail shown.

3. Please enter a security phrase to be displayed on all valid emails sent from this site.

 Security Phrase can be anything you would like. It will be the identifier that e-mails are genuinely from Skowhegan Savings.

4. Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).

 Click to see passcode and type it exactly as shown. This is a compatibility test for e-statement files.

5. Please read the disclosure below. You must scroll to the bottom of the disclosure before agreeing to the terms listed.

1.0 Electronic Delivery of Documents

By accepting this "Electronic Documents Agreement", you consent and agree that Skowhegan Savings may provide certain statements and notices to you in electronic form, in lieu of paper form, including electronic delivery of statements (eStatements), notices (eNotices) or tax documents for your Skowhegan Savings account(s).

I agree to the listed terms  Place a check mark in the **I agree** box and click **Enroll Now**.

[Click here to see a sample c](#)



 Review the agreement to activate the "**I agree**" check box. (You must scroll all the way to the bottom.)

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.)

Enroll All Available Accounts and Document Types Shown

Enroll Accounts

eTegrity Checking

Enroll Available Document Types

eStatement

1099 INT Tax Form

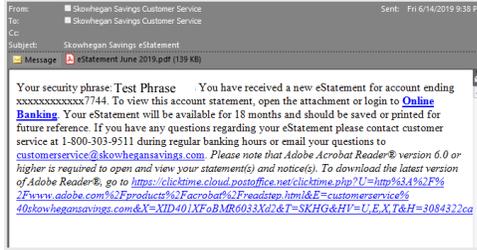
6. Click the Save Settings button to finalize enrollment.



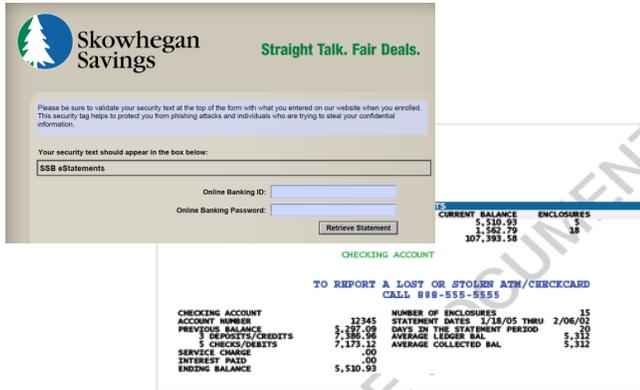
VIEWING eDOCUMENTS

Method 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.)

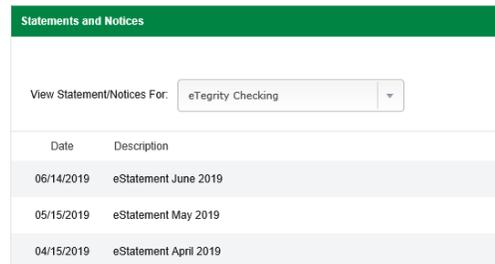


- Click on the attachment and a login box will open, enter your Online Banking ID and Password. The document opens within Adobe Reader. You may save or print the document for your convenience.



Method 2

- Login to your Online Banking.
- Click the eDocuments tab and then Statements and Notices.
- Use the drop down menu to choose which account you would like to view the statement/notice for.
- A list of available documents will appear. Click on "View" to open or save the document.
- 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

- Click Documents and Settings



- Deselect accounts or document types desired to unenroll.

Enroll All Available Accounts and Document Types Shown

Enroll Accounts

eTegrity Checking

Enroll Available Document Types

eStatement

1099 INT Tax Form

- Click Save Settings



- Your settings will be saved

Changes have been successfully saved.

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