

HOW 2 SERIES

HOW TO ACCESS STATEMENTS & DOCUMENTS ANYTIME

Sign Up For and Use eStatements & eDocuments

1. If you haven't yet signed up for eStatements or eDocuments
 - a. Sign up for and login to Online Banking on our website
 - b. At the top of the screen, click the "Customer Service" tab
 - c. Below "Account Maintenance," click "Change Document Delivery Method"
 - d. Provide your email address if prompted
 - e. On the "Change Delivery Method" page, you'll see 3 sections: Statements, Notices, and Tax Forms; you'll need to consider each of these individually
 - i. **For Statements:** for each account listed, click the drop down box under "Delivery Method" and choose "Online"
 - ii. **For Notices:** for each account listed, click the drop down box under "Delivery Method" and choose "Online"
 - iii. **For Tax Forms:** click the drop down box under "Delivery Method" and choose "Online"
 - f. Below "Service Agreement and Disclosure for Online Delivery," check the box to indicate you have read and agree to the terms and click "Submit" (note that you must click the link to read the agreement in order to check the box)
 - g. You are now signed up for eStatements and eDocuments!
 - h. To view eStatements or eDocuments, under "Accounts," click on "Online Documents." You'll see individual tabs for Statements, Notices, and Tax Forms
2. If you've signed up for eStatements already, but not eDocuments
 - a. Follow all of the same steps above, but you can skip the step "For Statements," as you are already signed up to receive those.

What Can You Use eStatements For?

- View your statements or documents any time via Online Banking on our website
- Documents include Notices (Notices are often important and timely documents, such as overdraft notices or rate change notices.) and Tax Forms (such as Form 1099-INT, Mortgage 1098, and other documents needed at tax time).
- Access up to 18 months of statements and documents
- You can view, print or save statements and documents

Need More Help From An Expert?

Give us a call during business hours at 781.329.6700 or 800.462.1190.



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