

Enrolling In & Using E-Statements

How to Sign Up for and Use E-Statements

Step 1) Log onto Virtual Branch (home banking).

Step 2) Click on "*Your Preferences*" on the left side of the page.

Step 3) Click on "*e-Statement Selection*" on the bottom right.

Step 4) Click on Drop-Down Box where it reads US Mail and Select "*Electronic*".

Step 5) Print and Read the Disclosure Information.

Step 6) The system will ask: "You have changed your Statement settings to: View regular statements electronically. Do you want to save these settings?" Click on the "Yes" Button to save the settings and enroll in e-Statements.

You are now ready to view your statements electronically online.

How to View Your Statements

Step 1) Log onto Virtual Branch (home banking).

Step 2) Click on "*e-Documents*".

Step 3) Click on "*View Your Statements*" Selection.

Step 4) View or print any of the available statements.

Saving A Statement to Your Computer

Step 1) Log onto Virtual Branch (home banking).

Step 2) Click on "*e-Documents*".

Step 3) Click on "*View Your Statements*".

Step 4) Select the statement you wish to view & save from drop down menu

Step 5) Right Click on Statement and select "*Convert to Adobe PDF*" option.

Step 6) Change name of file from "Home Banking Suite" to another name

(*i.e. Sept-2010_statement*), and click on save button.