



IMPORTANT: You will not have access to e-statements produced prior to the date you accept the E-Statement Terms & Conditions. (Ex: If you accept the Terms & Conditions on Nov. 1st, you wouldn't have access to any statements produced on Oct. 31st or before, however you would have access to all future e-statements.)

To accept E-Statement Terms & Conditions:

1. Log in to [Online Banking](#).
2. In the sidebar menu choose the "Documents" option.
3. In the window that appears, select "Statements" in the "Document Types" field.
4. Choose accounts and date range as needed. Hit "Apply".
5. When the "Terms" screen appears, select "View Test Document" at the bottom to ensure that your device is compatible. When you see the test document, you may close out of it and return to the "Terms" screen. You may choose to accept the terms for all accounts ("Select All") or for specific accounts (select arrow to right of "None" box"). When finished select "Accept Terms" at very bottom.

All future e-statements produced after this moment will be visible for the accounts you selected.

To request an electronic copy of your statement if you do not have access:

Contact [your local branch](#), providing the specific accounts for which you would like statements. They will put in a request for the statements to be sent securely to your email that we have on file.