

# How To Access and Manage Your eStatements

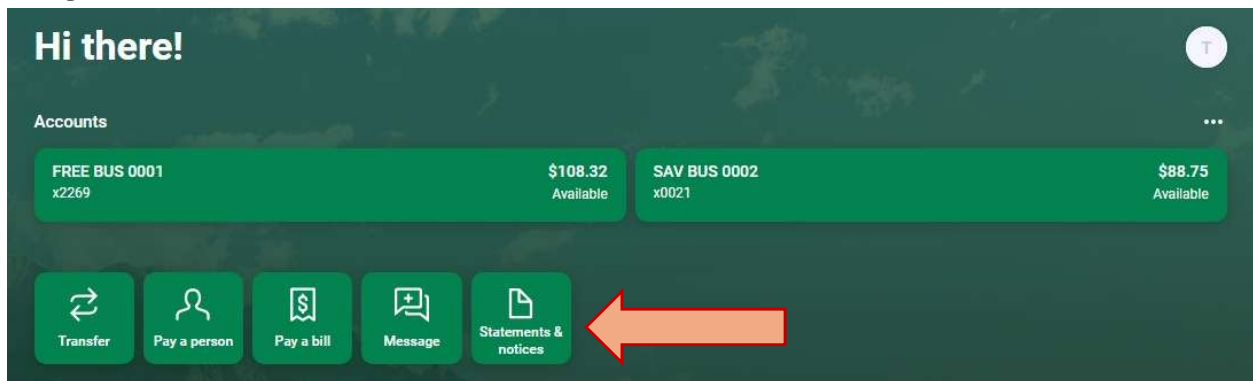
You can view all of your account statements and documents in one secure, convenient place using Online or Mobile Banking.

## Step 1: Sign in to Online or Mobile Banking

When your eStatement is ready, you'll receive an email notification letting you know it's available. To view your statement, sign in to Online or Mobile Banking.

## Step 2: Open Statements & notices

After signing in, select the account you want to view; either from your dashboard or the navigation menu on the left. Then choose **Statements & notices**.



## Step 3: View or download your statement

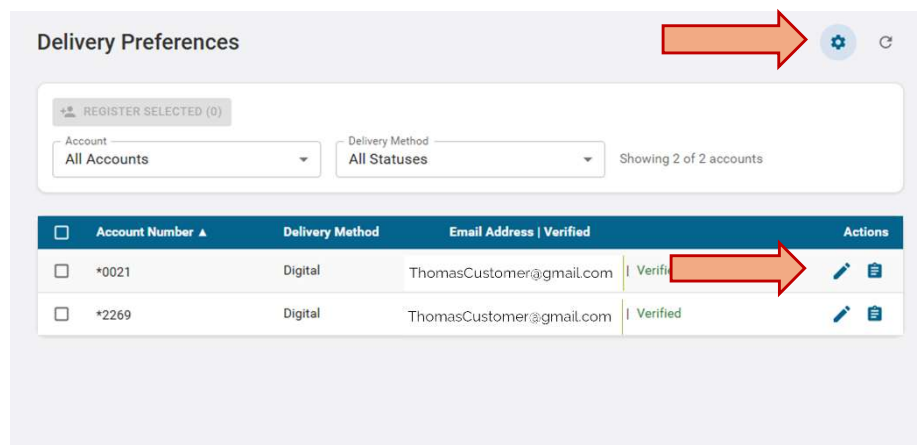
From the **Statements & notices** section, you can view, download, or save your current and past eStatements anytime.

## Step 4: Manage eStatement preferences (optional)

If you'd like to enroll in eStatements or update how you receive them, you can manage your delivery preferences directly within Online or Mobile Banking.

1. Select the **Settings** (cog) icon in the upper-right corner.


2. Click **Edit** (pencil) icon under Actions column for the account you want to update.

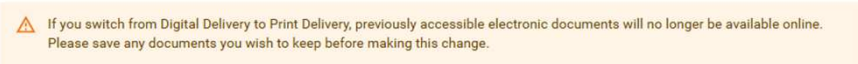


## Edit Delivery Preferences - Account \*0021

Delivery Method


Print  Digital



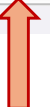
**⚠** If you switch from Digital Delivery to Print Delivery, previously accessible electronic documents will no longer be available online. Please save any documents you wish to keep before making this change.

Email Address \*

ThomasCustomer@gmail.com



Email address for digital document notifications



**Note:** *If you switch from Digital to Print, previously available electronic documents will no longer be available online. Be sure to save any documents you'd like to keep before making this change.*

3. Choose your preferred delivery method: **Print** or **Digital**

4. Confirm that your email address is correct.

5. Click **Save Preferences**.

The page will refresh and display a confirmation message that your update is complete.

If you have questions, please send us a message through Message Center. We respond during regular business hours and are happy to help!