Re-Authorizing e-Statements Instructions

Re-Authorizing e-Statements is necessary if you prefer to retrieve your statements online rather than getting them in the mail. It is the most secure way to receive them, so we absolutely recommend e-Statements to any customer with access to the internet.

Here's how to set your statement delivery preference on online banking:

On the left menu, click on Settings then select eStatements Delivery Preference

Settings Log Off	Update Password Update Login ID Change your password for online banking Update your login ID for online bank
	Secure Access Code Delivery Setup Update your delivery methods for two- step login authentication
	PREFERENCES
	Change of Address Keep your online banking profile up to date date Change of Address Update your mailing address for each account
	eStatements Delivery Preference Set your email address for your electronic statements Change account order & visibility throughout online banking
	Languages & Themes ۲ Accessibility Choose different languages or Enable high-contrast mode for more

You'll see a screen with all your accounts and the Delivery Type will be Paper Statement. At the bottom of this page, click View E-Statement Delivery Agreement

Thrive Checking x4321	Paper Statement	Address on File	Ø
View E-Statement Delivery Agreement			







You'll be given an agreement to read and if you accept the terms, click 'I accept'

An 'Account Opt-In Required' alert will prompt you to Visit Statement Preferences



The E-Sign Act requires us to verify that you can view your statements in the format we'll provide them, so you need to **complete a quick 2-step process** to go forward. When you **click Get Code**, a PDF document will be available to open. **Enter the code from the PDF** into the box and **click Verify**.



Under the Delivery Type, click on Paper Statement. It will give you a Delivery Preferences box. Click the Delivery Type drop down and select E-Statement, then make sure the email address is correct.

0	Statement Delivery			
	Account -	Delivery Type	Address	
	Land-Home Updates x1234	E-Statement	youremail @gmail.com	Ø
	PERFORMANCE SAVINGS ×4321	E-Statement	youremail @gmail.com	Ø
	RBC CUST FOR IRA ROTH ×123	E-Statement	youremail @gmail.com	Ø
	SIMPLE SAVINGS : x2134	Paper Statement එ	Address on File	Ø



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Delivery Preferences	×
Account Land-Home Updates x1234 Delivery Type	
E-Statement	\sim
Email Address	
youremail123@gmail.com	
Alternate Email Address (optional)	
Save	2

Once you've updated each account's Delivery Type, you will receive an email to let you know when future statements are ready to view in online banking. You can update this preference any time.



