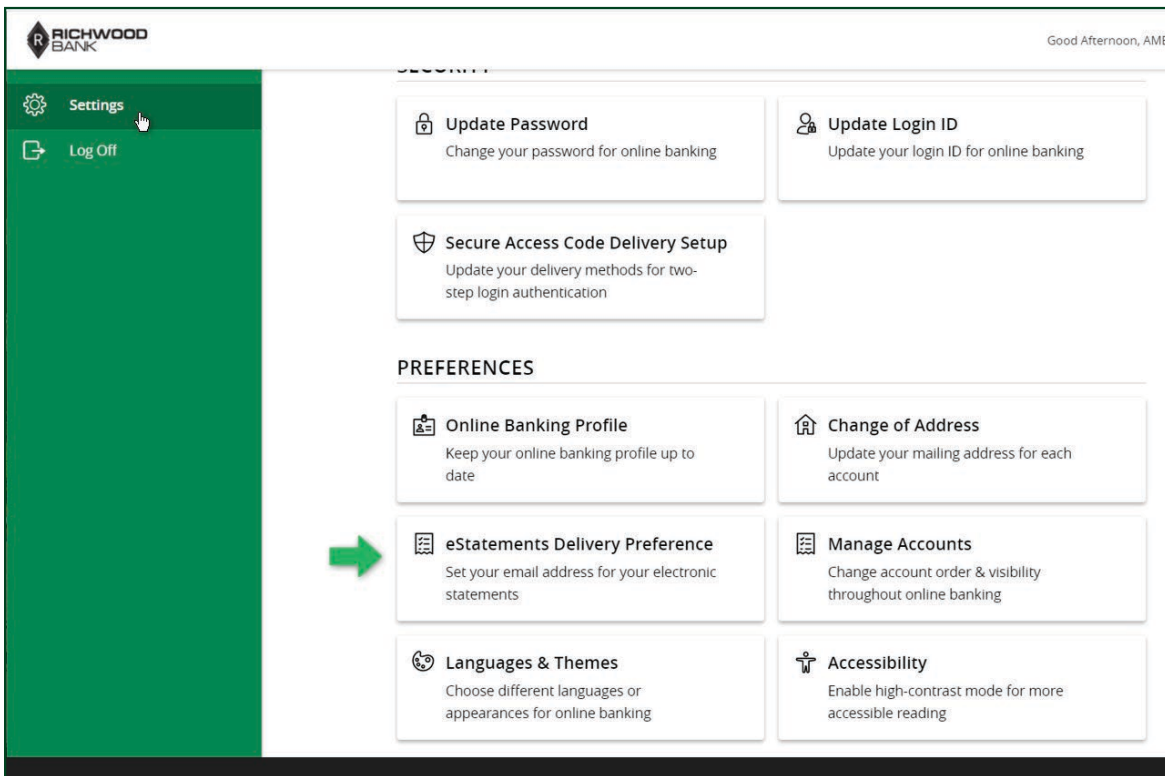


# Re-Authorizing e-Statements Instructions

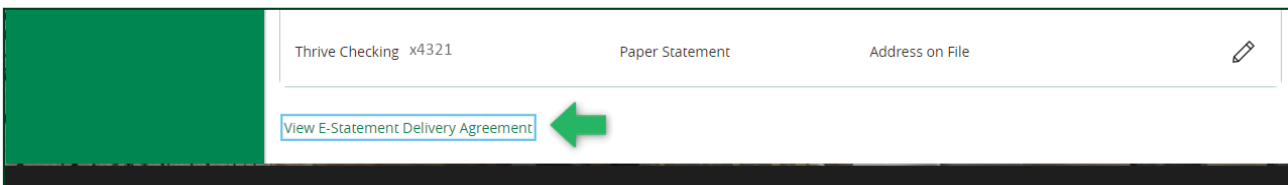
Re-Authorizing e-Statements is necessary if you prefer to retrieve your statements online rather than getting them in the mail. It is the most secure way to receive them, so we absolutely recommend e-Statements to any customer with access to the internet.

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

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

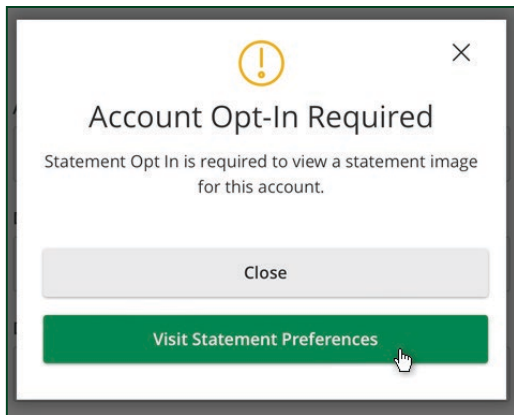


You'll see a screen with all your accounts and the Delivery Type will be Paper Statement. At the bottom of this page, click **View E-Statement Delivery Agreement**

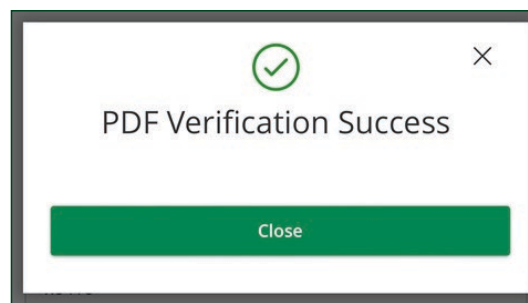
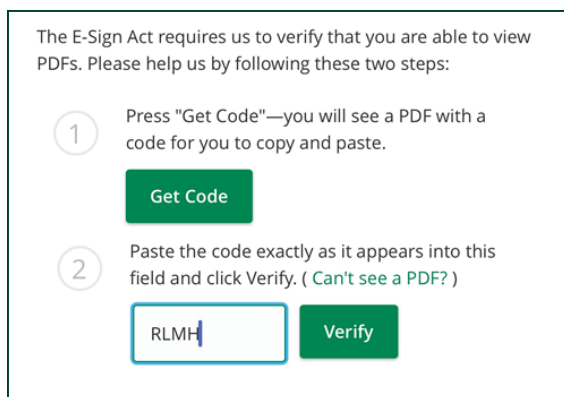


You'll be given an agreement to read and if you accept the terms, click 'I accept'

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.

Account -	Delivery Type	Address	
Land-Home Updates x1234	E-Statement	you@email@gmail.com	
PERFORMANCE SAVINGS x4321	E-Statement	you@email@gmail.com	
RBC CUST FOR IRA ROTH x123	E-Statement	you@email@gmail.com	
SIMPLE SAVINGS x2134	Paper Statement	Address on File	

Delivery Preferences

Account  
Land-Home Updates x 4123

Delivery Type

Paper Statement

✓ Paper Statement

E-Statement

Delivery Preferences

Account  
Land-Home Updates x1234

Delivery Type

E-Statement

Email Address

youremail123@gmail.com

Alternate Email Address (optional)

Save

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.