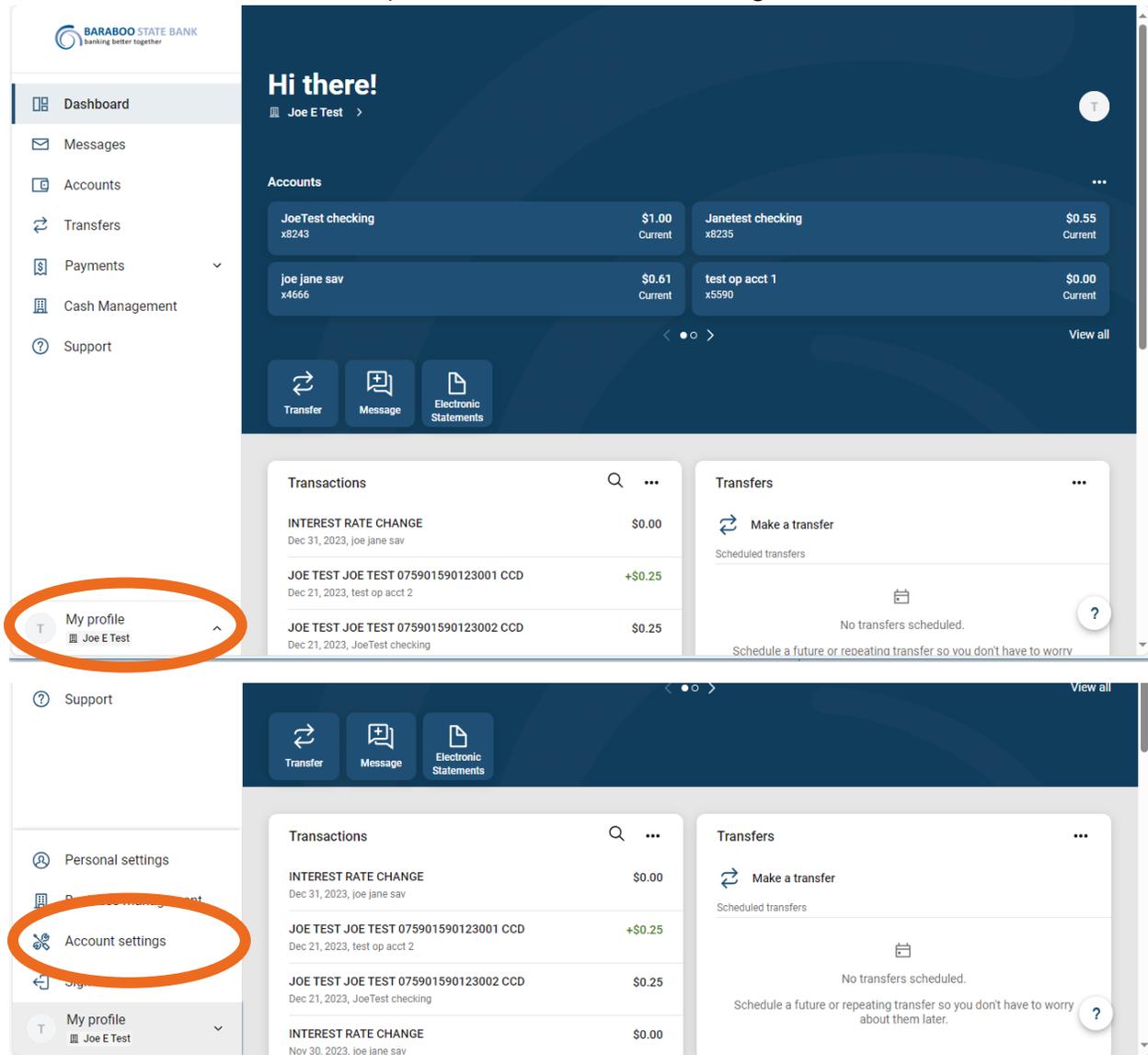
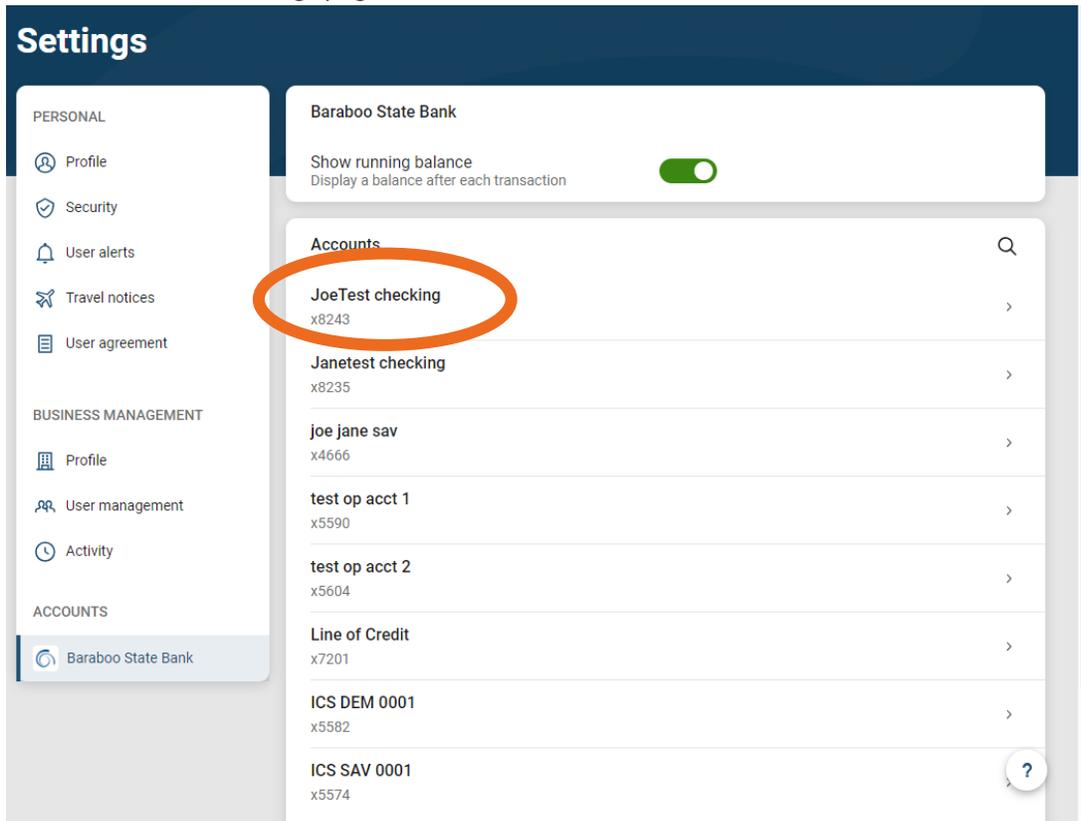


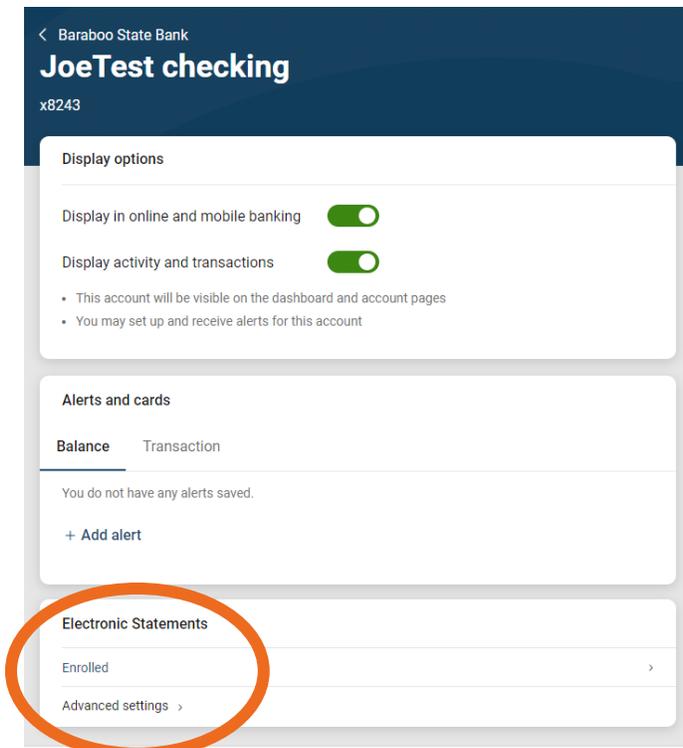
**To Enroll new accounts or to change existing Electronic Statements,** click on your name in the bottom left corner (mobile users must first click on the 3 lines at the upper left of their screen to access this menu) and then click on Account settings.



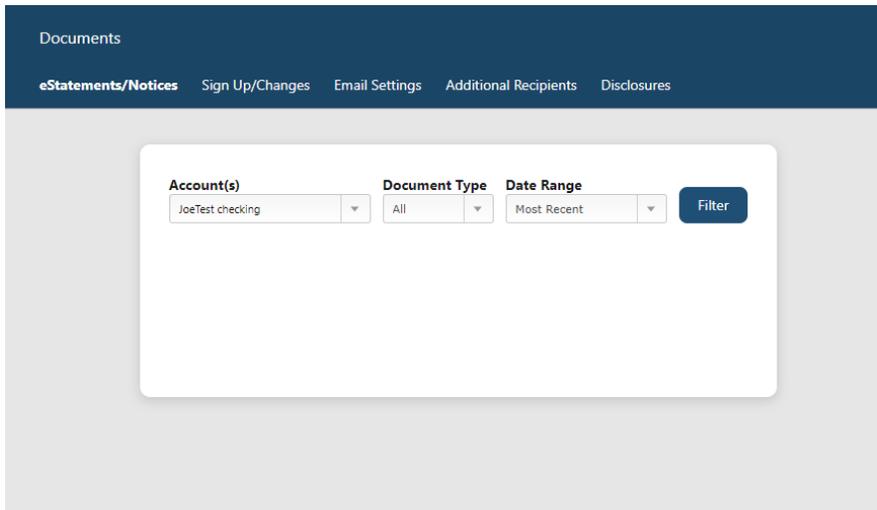
From the Account settings page, click on an account.



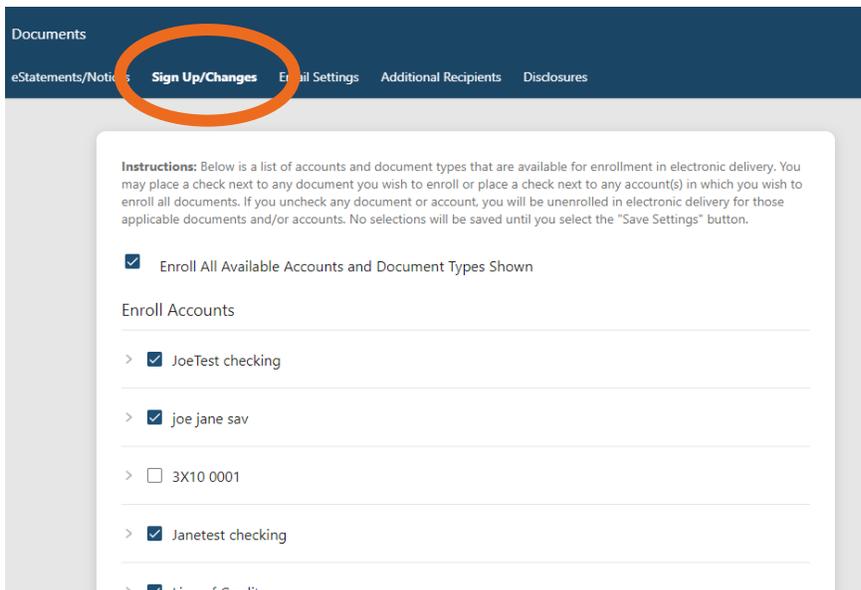
You will see if this specific account is enrolled or not. To make any changes to the enrollments, click on Advanced Settings in the Electronic Statements box.



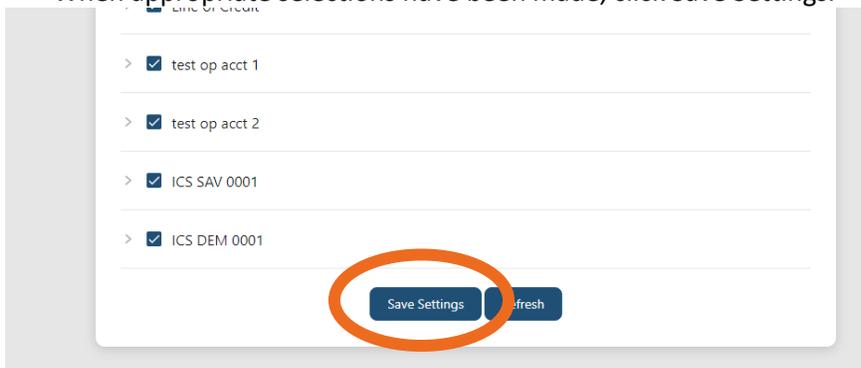
View Electronic Documents here:



Click on Sign Up/Changes to enroll or change enrollment settings:

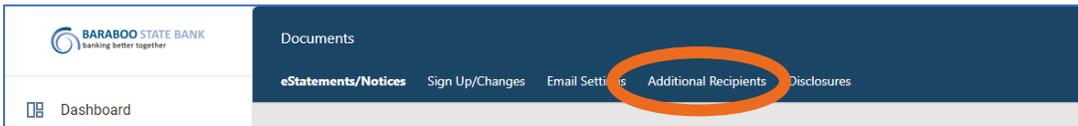


Select the document(s) you want delivered electronically. For any that you want in a paper format delivered via postal mail, leave unchecked. (Document options will vary based on account type.) When appropriate selections have been made, click Save Settings.

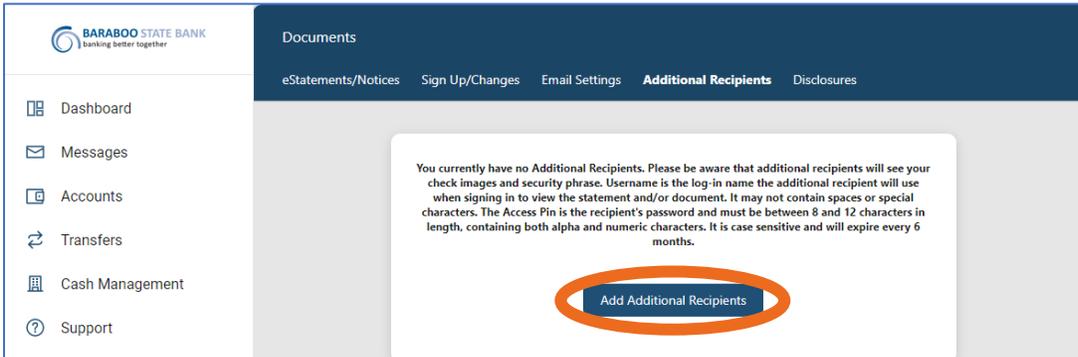


# Additional Recipients

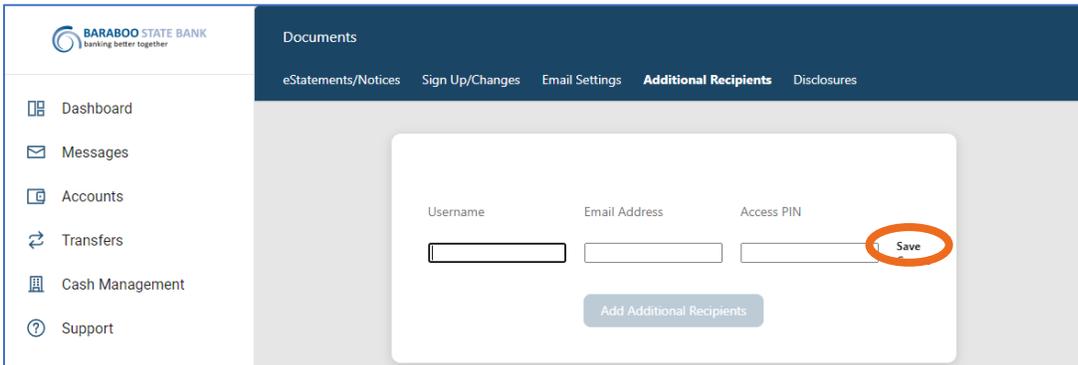
You may elect to allow another person to receive your electronic documents. To do this, select Additional Recipients.



Click Add Additional Recipients.



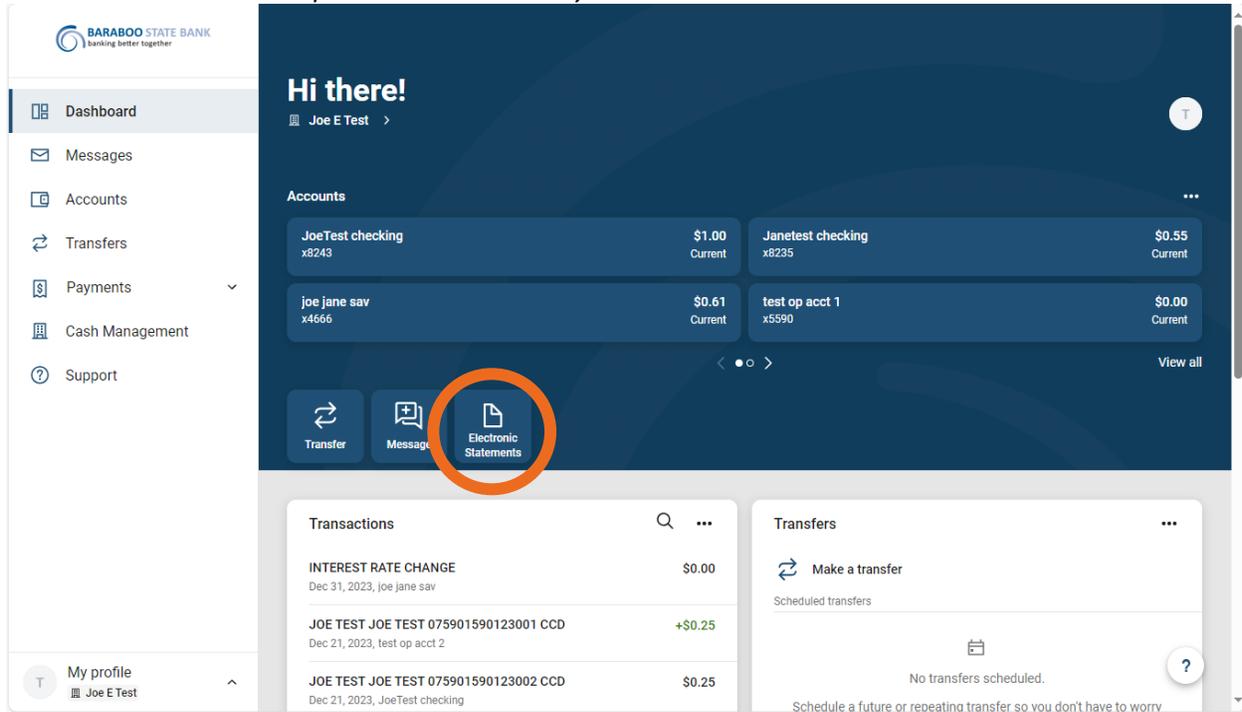
Provide a Username, Email Address, and a password ("Access PIN"). Click Save.



When the document is available for viewing, the Additional Recipient will receive an email. From the email, they will click on the link and enter the password ("Access PIN") you established. They will then be provided ONLY the individual document.

**To view your eDocs,** click on the Electronic Statements tab from your Dashboard.

*Note: your eDocs will begin generating from the time of enrolling. You will not be able to view past statements that were not produced electronically.*



To view your documents, click on the Download icon.

You can also narrow down your search by clicking on the Filter icon.

