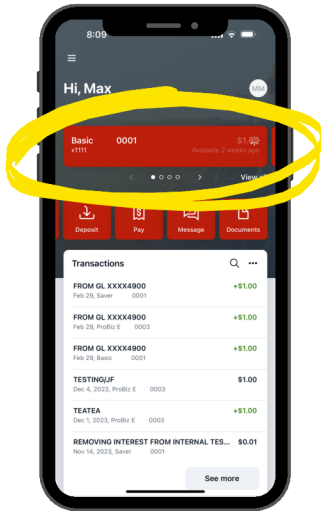


# Signing Up to Receive Electronic Documents

These instructions show how to sign up on a phone. The desktop version uses the same steps.

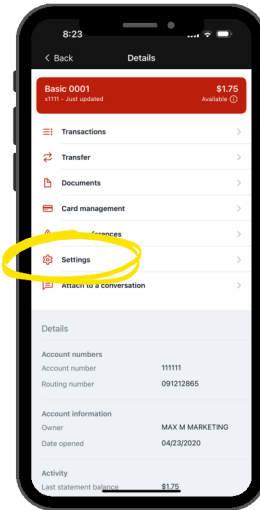
## STEP 1

Within your online banking, select the account you want to have receive electronic statements.



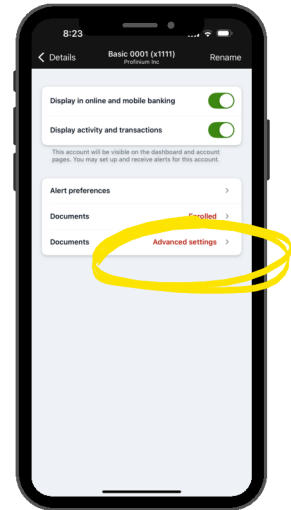
## STEP 2

Then select **Settings** from the menu options.



## STEP 3

Within the second Documents menu option, select **Advanced Settings**.



## STEP 4

Once the page loads, select the **Sign up/Changes** menu option. You have a couple of options based on your preferences.

Option 1: Have every document sent to electronically.

- Select the **Enroll all available accounts and document types shown**.
- Then click **Save Settings**.

Option 2: Customize which documents you want electronically.

- If you want this option, verify the “Enroll all available” option is unchecked.
- Then select the gray arrow to drop down the account options and select the documents you want to receive electronically.
- Once selections have been made click **Save Settings**.

