

Paperless eStatements

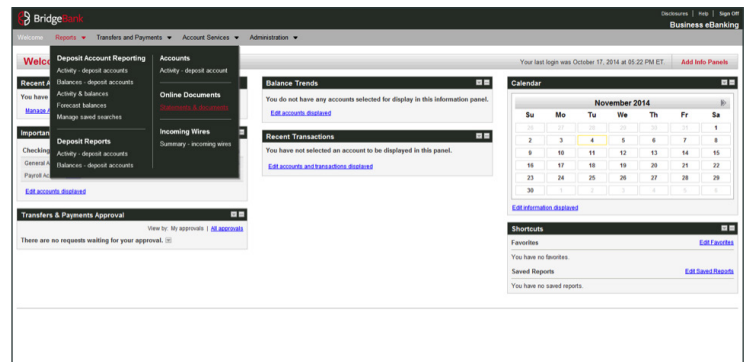
Business eBanking now allows Administrators to set both regular account statements and Account Analysis statements to be received in three ways:

- **Paper** which indicates only Paper Statements are to be generated and are **not** to be available in Business eBanking.
- **Online** which indicates that no Paper Statements are to be generated. Statements are only available in Business eBanking.
- **Paper & Online** which indicates **both** Paper Statements are to be generated, and also available in Business eBanking.

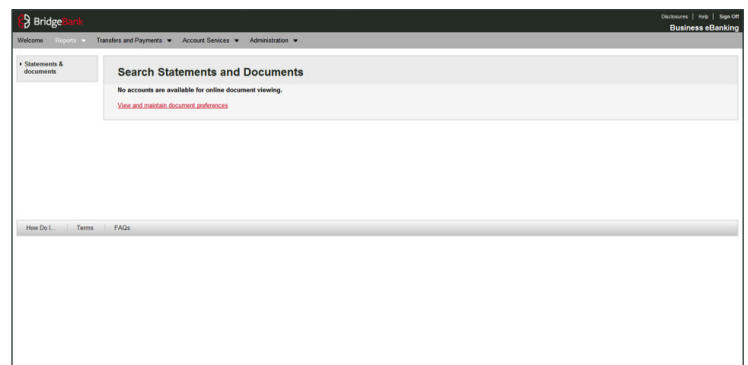
The steps below will guide Administrators on how to set the delivery preference for your company.

Only an Administrator can change delivery preferences.

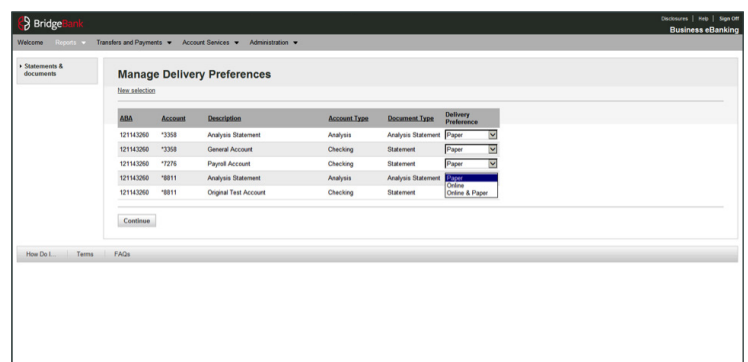
1. To set your accounts for your delivery preference, from the Welcome Page, go to Reports and Select Online Documents - Statements and documents.



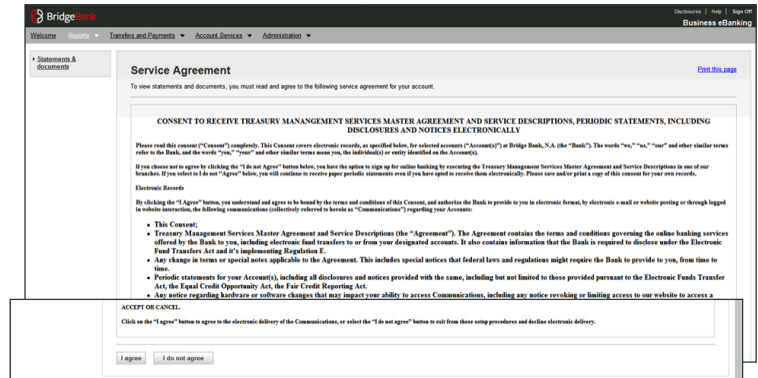
2. Under Search Statements and Documents, click View and maintain document preferences.



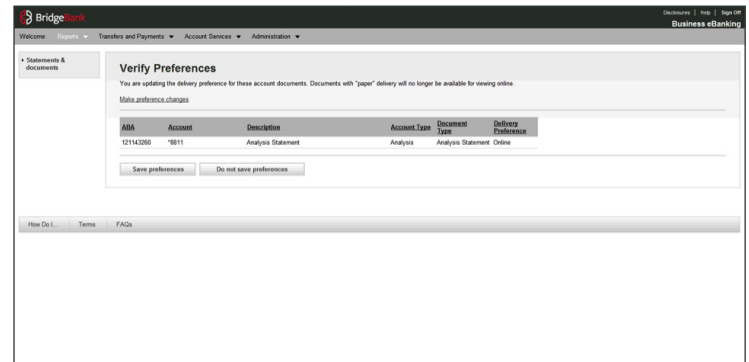
3. Under the Manage Delivery Preferences Page, under the column titled Delivery Preference, use the drop down menu to indicate the method you would like to receive the statement and click the Continue button.



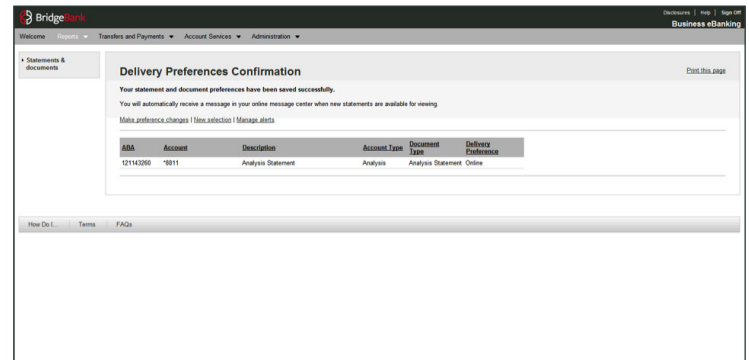
- Please read and click I agree to the Service Agreement for receiving your statements electronically



- A verification page will show what changes are to be applied to your statements. To accept these changes, please click the Save Preferences button.



- A Preferences Confirmation page will show that the changes have been saved successfully.



Please note, that when a change is made to the Delivery Preferences, it will take effect in the next statement cycle. For example, if a delivery preference change is made in May from Paper to Online, the paper statement will be generated for the month of May and the electronic statement will be available for the month of June.