

► **Please note:** you must be enrolled in NetTeller to receive E Statements

### 1. Login to your NetTeller account

### 2. Select E Statement tab

(popup blocker must be disabled to allow for the enrollment form).

### 3. Fill in the enrollment form—

The screenshot shows the Union Bank eStatements Enrollment page. The header includes the Union Bank logo and the text "eStatements Enrollment". The main content area contains a welcome message and a form with the following fields: "Your Account Number:", "Your Name:", "Last 4 Digits of Your Social Security #/Tax ID #:", "Your Email Address:", and "Re-enter Your Email Address:". A "Continue" button is located at the bottom of the form.

- **Your Account Number:** Enter one of your account numbers that you would like to sign up for E Statements (account must be tied to the NetTeller ID that is being used). You can find your account number on the upper right-hand side of your signature card.
- **Your Name:** Enter your name if it is a personal account, or business name for business accounts, exactly as it appears on your statement or signature card (no punctuation).
- **Last 4 Digits of your Social Security#/Tax ID#:** Enter the last 4 digits of your SS# for personal accounts, or your business tax ID for business accounts
- **Your Email Address:** Enter the email address where you would like your E Statements sent.
- **Re-enter Your Email Address:** to confirm it is typed correctly.
- Click 'Continue'.

### 4. Read and accept the Online Agreement

The screenshot shows the Union Bank Online Agreement page. The header includes the Union Bank logo and the text "Online Agreement". The main content area contains the "E-Statement Agreement and Disclosure Statement" with sections for "Definitions", "Requirements", and "Agreement". At the bottom, there are "Accept" and "Decline" buttons.

### 5. Select the 'OPTIONS' tab—

The screenshot shows the Union Bank My Account Preferences page. The header includes the Union Bank logo and the text "My Account Preferences". The main content area contains a navigation bar with tabs for "STATEMENTS", "NOTICES", "DOCUMENTS", "OPTIONS", and "EXIT". Below the navigation bar, there is a form with the following fields: "Account Number: 12345678", "Name on Account: Jane B Banker", "Email Address: janeb@banker.com", and "Delivery Preferences: Account # Name Delivery Preference". The "Electronic" option is selected. An "Update Account Preferences" button is located at the bottom of the form.

- Change Delivery Preference to Electronic for any Checking, Savings or Loan Statements you would like to receive electronically (paper statements will stop once you select this option).
- Click on "Update Account Preferences" to save your changes.

### 6. Viewing E Statements

Select the "STATEMENTS" tab to view checking and savings account statements. Select the "NOTICES" tab to view loan statements. Select the "DOCUMENTS" tab to view customer notices that are normally mailed with our statements.