

## Online Statements

Online statements offer you the ability to access your monthly statements during an internet banking session. If the Internet Banking platform includes this feature, you will see the online statements button within Account Access. Access to online statements is first selected by clicking on online statements from the Account Access screen. A statement of financial disclosure (optional) will appear if this is your first time viewing this page.

**Note:** The financial disclosure must be accepted by you before access to online statements is granted. Online statements are available even if you continue to receive monthly paper statements. Waiving the receipt of paper statements is done using the User Options feature. You may also waive to receive monthly statement reminders sent via E-mail. When statement reminders are chosen, your E-mail address must be provided. The receiving of paper statements waiver and online statement reminders are choices under User Options. You may choose one of the following options:

- If you choose to remove an E-mail address but have chosen to receive online statement reminders, the statement reminder must be turned off (select No) using the statement waiver feature found in User Options.
- If you have never entered an E-mail address but want to receive online statement reminders, an E-mail address must first be entered before choosing to receive online statement reminders.

### To accept the Financial Disclosure:

- First read the financial disclosure then click the Accept button. After being accepted, your list of available financial statements will appear. The financial disclosure may always be read by clicking on the statement of financial disclosure link.

**Note:** To view or print statements, Adobe Acrobat Reader must be installed. To download this software, click the "**Get Adobe Reader**" icon.

### Desired Selection:

- If a dropdown menu is displayed asking you to select an Account Number, select the account for which you would like to view a statement.
- If a dropdown menu is displayed asking you to select a Statement Month, select the month of the statement(s) you wish to view.

### To view a financial statement:

- If you see a PDF icon next to the date of the online statement you wish to view, click the icon. All pages of the statement can be viewed by using the scroll bar. You will need the Adobe Acrobat Reader plug-in to view this file.
- If you see page numbers next to the date of the online statement you wish to view, click on the appropriate number to view the desired page.