

Digital Banking eStatements



eStatements Guide

Digital Banking- eStatements

eStatements provide a secure, fast, and eco-friendly alternative to paper bank statements.

This step-by-step guide provides instructions for enrolling, managing, and updating preferences related to eStatements.

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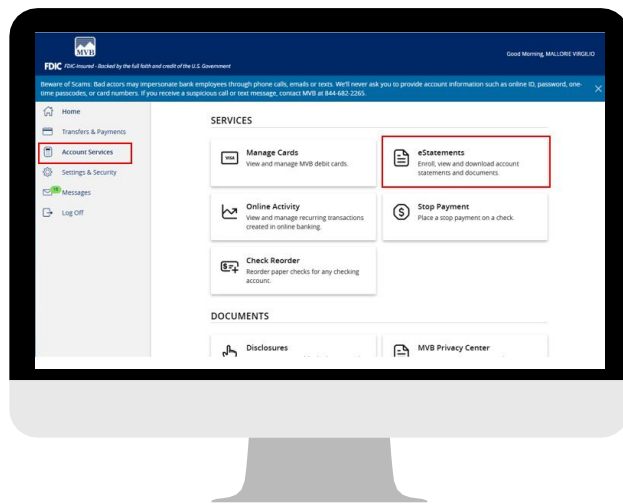
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Accessing eStatements

Below are steps you will take to enroll, edit preferences, or access eStatements.

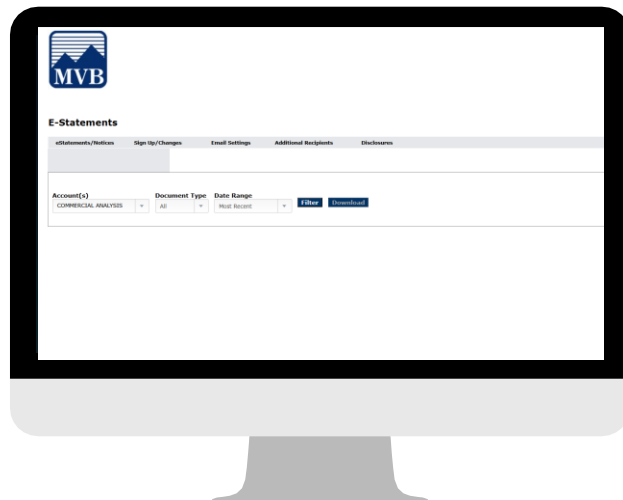
1

From the Home page, click **Account Services** and then select the **eStatements** tile.



2


eStatement tile will launch to another webpage. Within this webpage, eStatement settings can be managed.

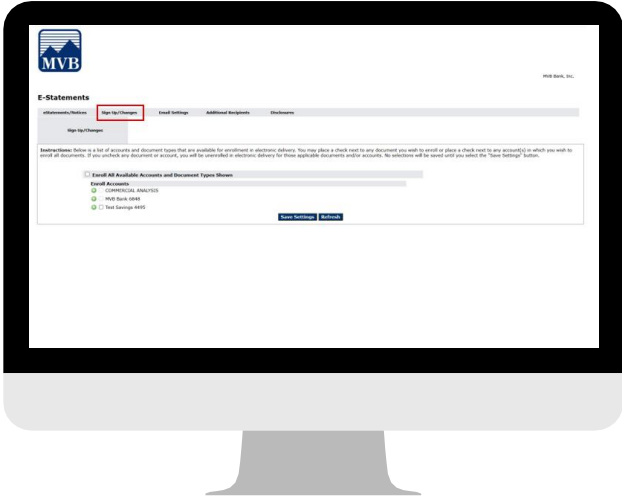


Enroll in eStatements

Below are steps you will take to enroll in eStatements.

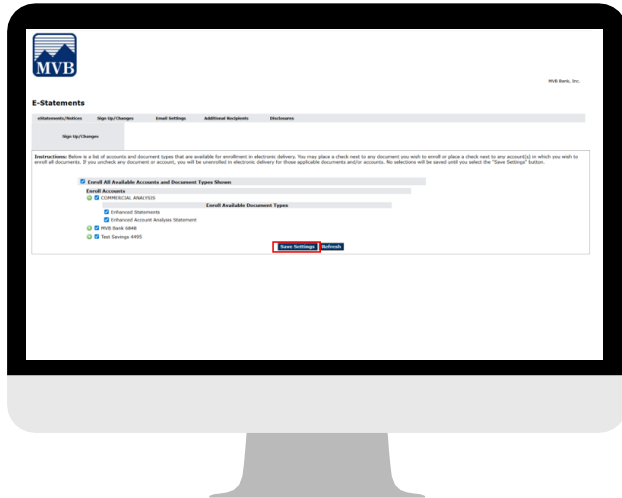
1

Select **Sign Up/Changes** to choose which accounts to enroll. Clicking the green  will expand for more options, if applicable.



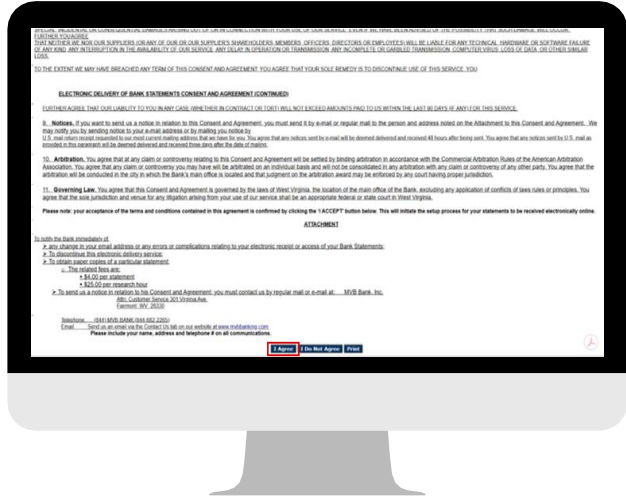
2

Once all selections have been made, click **Save Settings**.



3

The *Electronic Delivery of Bank Statements Consent and Agreement* will appear. Read the agreement and scroll to the bottom, then click **I Agree.**

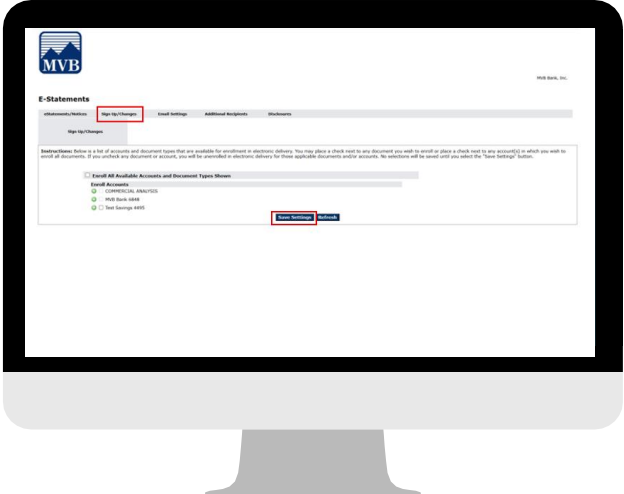


Edit Preferences

Below are steps you will take to edit email, recipient, or enrollment preferences related to eStatements.

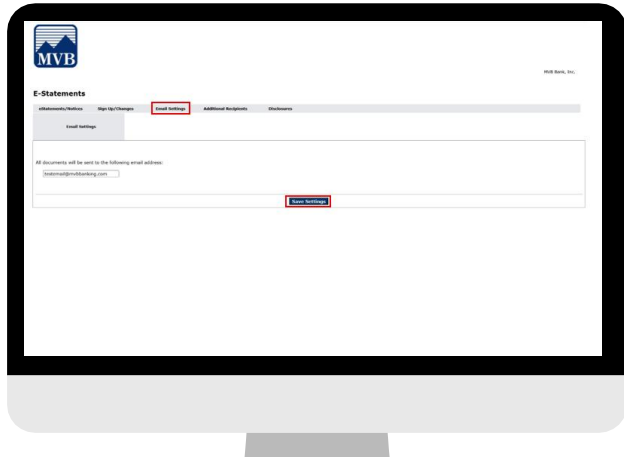
1

To unenroll any accounts from eStatements, go to **Sign Up/Changes** and uncheck the box next to the applicable account, then click **Save Settings**.



2

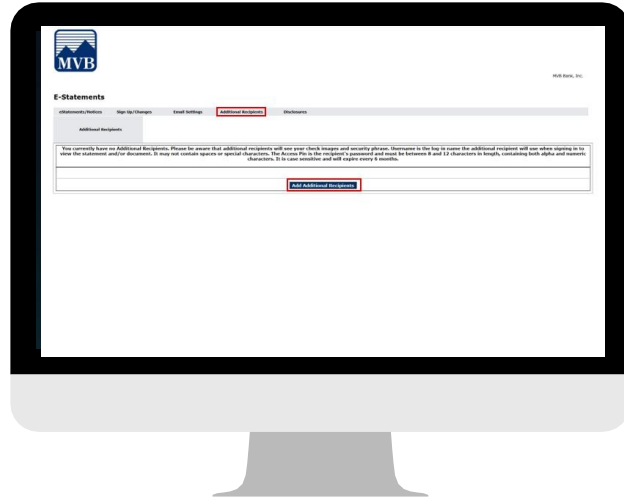
To change email settings, go to **Email Settings** and enter the new preferred email address, then click **Save Settings**.



i Note: The email address listed here will be where the notification is delivered when the statement is ready to be viewed.

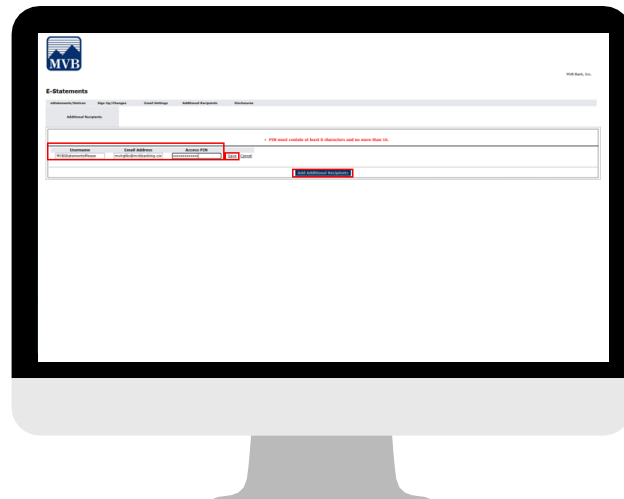
3

To add a recipient, go to **Additional Recipients** and click on **Add Additional Recipient**.



4

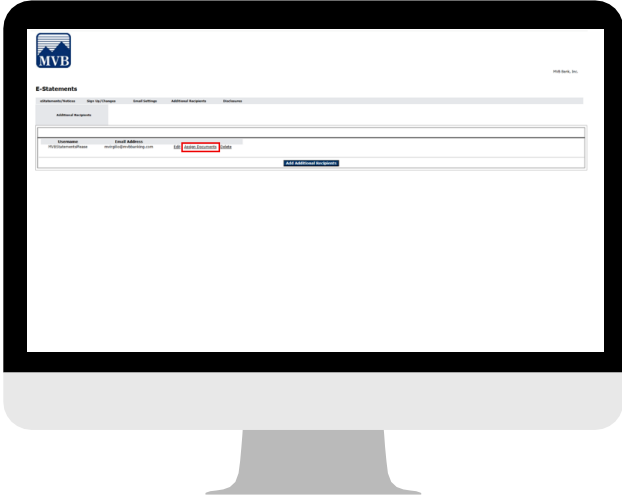
Fill in Username, Email Address, and Access PIN, then click **Save**. More recipients can be added by clicking **Add Additional Recipients** and repeating the step.



Note: The Username/Access PIN are unique credentials set by the user when adding a recipient, which must be shared with that recipient to securely access a differently formatted statement page via email—even without online banking access.

5

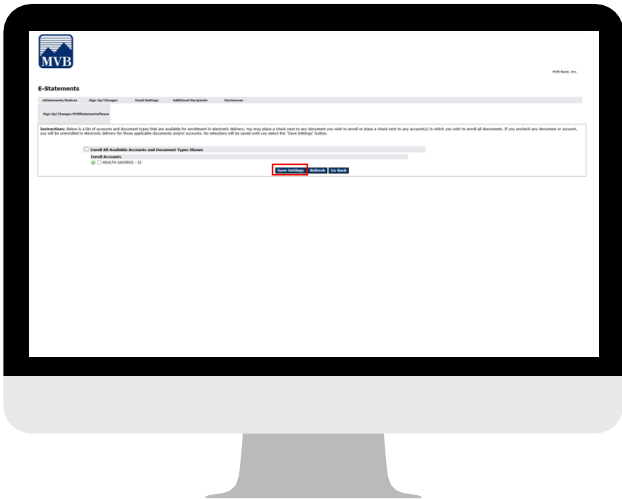
Once the additional recipient details are saved, click **Assign Documents**.



Note: Once established, Additional Recipients can be edited/deleted from the same screen by selecting the corresponding option.

6

Select the accounts the additional recipient should receive eStatements for, then click **Save Settings**.



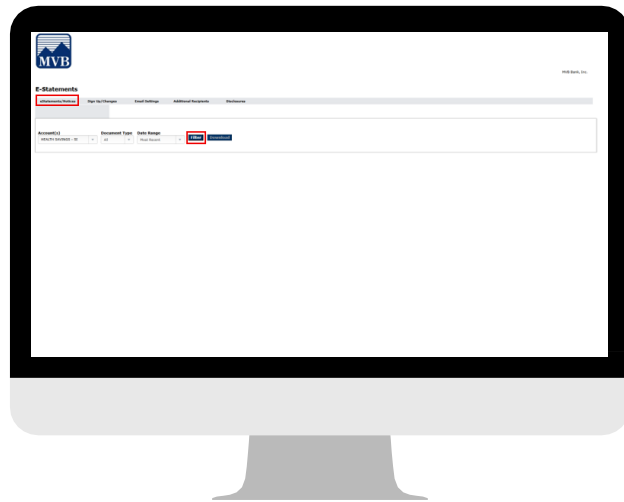
Note: Once saved, the additional recipient will start receiving an email notification once the eStatement is ready.

Access eStatements


Below are steps you will take to access current or previous eStatements.

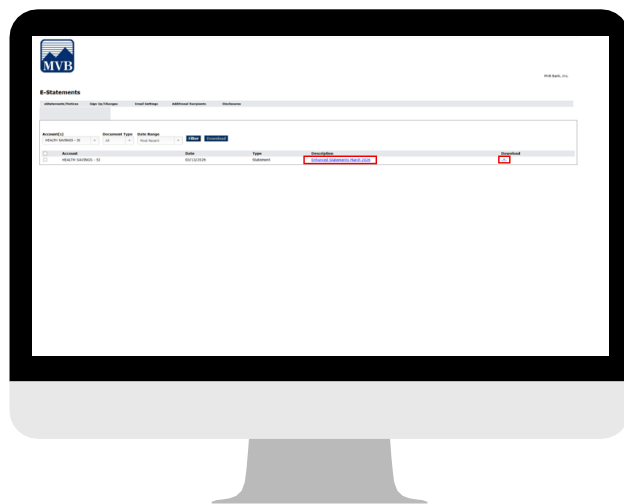
1

Select **eStatements/ Notices** to access previous documents, then enter search criteria needed and click **Filter**.



2

All available eStatements can be viewed by clicking on the hyperlink under **Description** or downloaded by clicking on the  icon.



Questions?

Please contact Client Support at 1-844-682-2265 or ibsupport@mvpbanking.com
