

## HOW TO: SIGN UP FOR ESTATEMENTS



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a summer

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Statements

The Account Statements feature enables account holders to view account statements and manage delivery preferences between physical, mailed copy or an electronically delivered statement.

Delivery Preferences

To set up statements, each account holder must select their statement delivery preference for each account. These settings can be applied to all accounts or specified individually.

- 1. Select the **eStatements** feature from the left sidebar menu.
- 2. Select Delivery Preferences.
- 3. If the Statements Disclosure has not already been accepted, the eStatement Agreement screen will display.

All users must accept this disclosure to continue. Once accepted, this will not be presented again.

To proceed, select **I agree**.

- 4. Use the **Apply Statement Preferences** drop-down menu to select one of the options below:
  - All Accounts applies the statement preference to all accounts
  - Select Accounts applies statement preferences for each account individually
- 5. Use the **Statement Preference** drop-down and select **Electronic** to view statements digitally from the online banking application or **Mail** to have a physical, paper statement delivered via mail.
- 6. Select Submit.

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eStatement Agreement	
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CROSSROADS BANK ELECTRONIC STATEMENT (eStatement) DISCLOSURE AGREEMENT Electronic Delivery of Statements and Notices	
CROSSROADS BANK ELECTRONI DISCLOSURE	C STATEMENT (eStatement)
AGREEMENT Electronic Delivery of	Statements and Notices
By accepting the Crossroads Bank E Agreement you consent and agree th	lectronic Statement Disclosure nat Crossroads Bank (the Bank) may
Decline	Accept
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Statement Preferences	
Apply Statement Preferences	to:
All Accounts	•
Select: All Accounts	
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Back	Submit

View Statements

Account Statements are available for all deposit accounts.

- 1. Click **eStatements** from the left sidebar menu.
- 2. On the next screen, click on one of the available accounts to view monthly statements.



- 3. Select **View** to view the statement in a new window.
- 4. Select **Save** to save the statement.

