



Crossroads
BANK

HOW TO: SIGN UP FOR ESTATEMENTS



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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

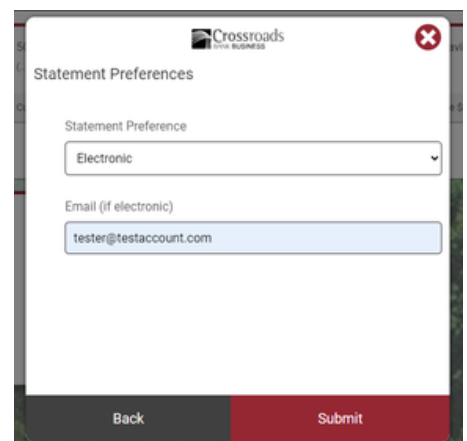
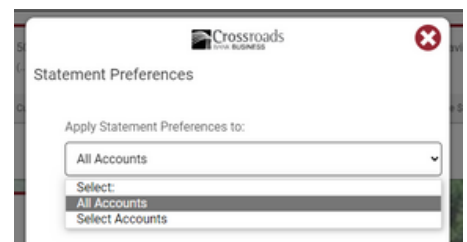
To set up statements, each account holder must select their statement delivery preference for each account. These settings can be applied to all accounts or specified individually.

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**.

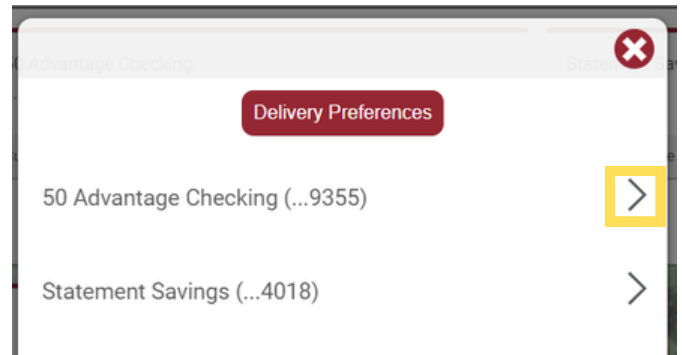
4. Use the **Apply Statement Preferences** drop-down menu to select one of the options below:
 - **All Accounts** - applies the statement preference to all accounts
 - **Select Accounts** - applies statement preferences for each account individually
5. Use the **Statement Preference** drop-down and select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



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.

