

Additional Recipients

- Only one person on the account can sign up for e-statements
- You can assign additional recipients to view your e-statements.
- Please be aware that anyone you assign access to can view your check images, statements and security phrase for that account.
- You will assign the additional recipient a User Name, enter their e-mail address and assign their Access Pin (Password)
- The Access Pin (Password), which you create, must be between 4-8 alpha-numeric characters in length. It is case sensitive and expires every 6 months.
- To add an Additional Recipient, click on **Additional Recipients**.

eStatements

eStatements/Notices Sign Up/Changes Email Settings **Additional Recipients**

- Enter the Username, e-mail Address and create an Access Pin for the recipient. Click Save.

Username	Email Address	Access PIN		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit	Assign Documents
<input type="text"/>	<input type="text"/>	<input type="text"/>	Edit	Assign Documents
				Save Cancel

Edit Additional Recipients

You can Edit, Delete and Assign Documents to your Additional Recipients.

Click on **Additional Recipients**.

Click on **Edit** next to the recipient you wish to edit.

Click on **Assign Documents** to allow them access to specific account statements.

Click on **Delete** to delete the recipient.

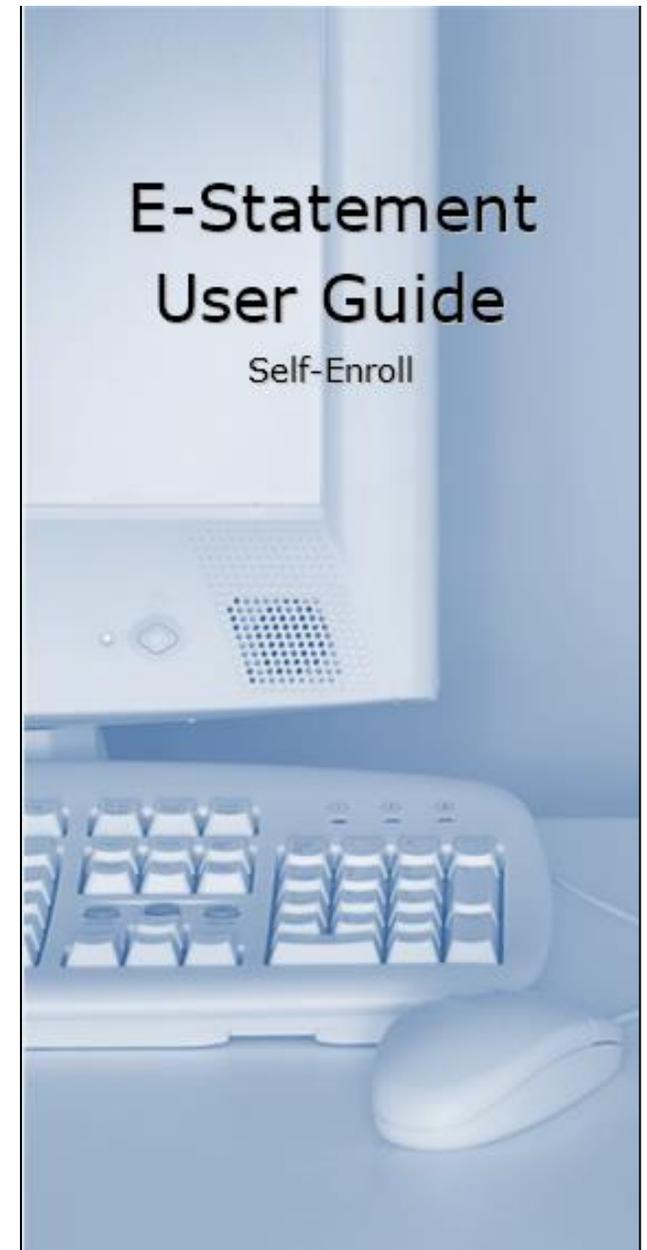
Username	Email Address			
<input type="text"/>	<input type="text"/>	Edit	Assign Documents	Delete
<input type="text"/>	<input type="text"/>	Edit	Assign Documents	Delete

Security Reminders

- ❖ We will NEVER e-mail you for your personal information. Any e-mail claiming to be the Bank requesting personal information such as Card Numbers, Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- ❖ Do not write your password down.
- ❖ Change your password frequently.
- ❖ Use a different password to access your online Accounts than ones you use for other applications.
- ❖ Always exit your online banking session by clicking Logout before leaving your computer.

www.brattbank.com

802.254.5333



Brattleboro
Savings & Loan

www.brattbank.com

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Accessing E-Statements

Log into your online banking and click on the **E-Statements** tab.

My Accounts Move Money Bill Pay **E-Statements**

Enrolling for E-Statements

Click on **E-Statements**. If this is your first time, this will automatically start the Enrollment process.

Step 1: Enroll Accounts

Here you will choose which accounts you want to receive e-statements for. You can choose certain accounts or enroll all available accounts.

In Step 1, click on **Details**

1. Account(s) and Document Enrollment

All available documents for all active accounts. [Details](#)

Check **Enroll All Accounts** or click on each individual account to be added, then click **Save Settings**.

Enroll All Available Accounts and Document Types Shown

Enroll Accounts

- Checking (Checking)
- Savings (Savings)
- Money Market (Money Market)
- Investment (Investment)

Save Settings **Cancel**

Step 2: E-mail Verification

Verify the e-mail address is where you would like to receive your e-statement e-mail verification.

2. Please review the following email address. If not correct, please update it in the space shown.

depositops@brattbank.com

Step 3: Security Phrase

You will need to enter a security phrase for your e-mail. The security phrase will show in the subject line of e-mails related to your e-statement and will let you know it is a valid e-mail. The security phrase can be whatever you want it to be.

3. Please enter a security phrase to be displayed on all valid emails sent from this site.

I love plants.

Step 4: Passcode

Being able to view the passcode means that you will be able to view your e-statements. It is a way to confirm that your Adobe reader is current.

You will need to click on **Click Here**.

4. Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).

Please enter the enrollment passcode.

Make a note of the passcode.

Enrollment Verification Passcode:

Enter the passcode exactly as it showed.

4. Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).

Please enter the enrollment passcode.

Step 5: Agreement

Read the E-Statement agreement. When you are done, and have scrolled to the bottom of the agreement, click the **I agree** to the listed terms box.

5. Please read the disclosure below. You

account statements electronically, we will no longer your consent, and then click "AGREE" at the bottom communications electronically via our eStatement

DEFINITIONS

For the purposes of this eStatement User Agreement statements or other documents, disclosures and delivery of periodic account statements or other d The Brattleboro Savings and Loan. "Remote Online Service" or "the Service" refers to The Brattleboro

I agree to the listed terms.

Click **Enroll Now** and you are done.

Enroll Now

Changing E-Statement Accounts

To change whether an account receives e-statements or paper statements, click **Sign Up/Changes**.

eStatements

eStatements/Notices

Sign Up/Changes

Viewing E-Statements

E-Statements build to retain 18 months.

We recommend saving your E-Statements for future reference and to avoid any research fees.

Choose the account from the drop down menu and click on **View** to view your e-statement.

View Statement/Notices For:

Description	View Details
Enhanced Statements August 2020	View

E-Statements look exactly like what is mailed to you. If you do not save your e-statement, and need us to print you a statement, it will not have our logo on it.

Email Settings

You can change your e-mail address and your security phrase under Email Settings.

Click on **Email Settings**.

Sign Up/Changes **Email Settings** **Additional Recipients**

Enter your new e-mail address here.

All documents will be sent to the following email address:

Change your security phrase here.

All authentic emails will contain the following security phrase:

Click on **Save Settings** when you are done.

Save Settings