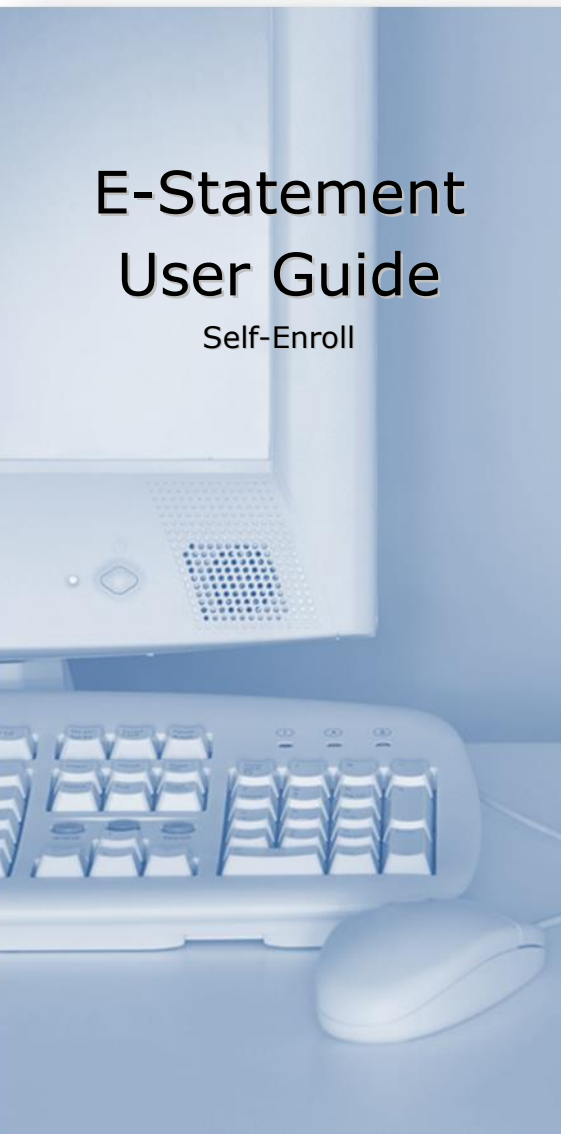


# E-Statement User Guide

Self-Enroll



**Brattleboro**  
Savings & Loan

[www.brattbank.com](http://www.brattbank.com)

802-254-5333

## @ Enroll for E-Statements

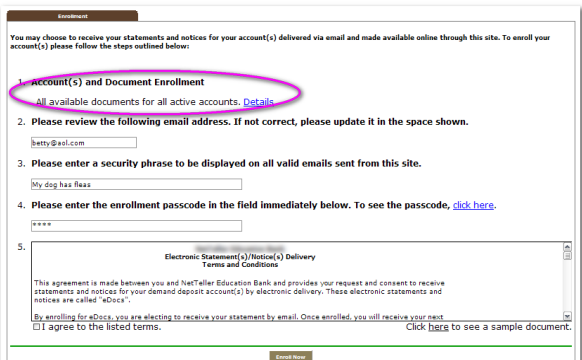
Select the e-Statements tab from the menu bar.

The first time you click on the e-Statements tab you'll be presented with an enrollment screen.

## ✓ Step 1 (optional)

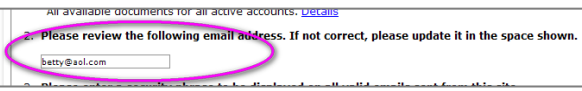
Click **Details** to see which accounts and document types you can enroll.

Remove the check boxes from any documents you wish to receive on paper.



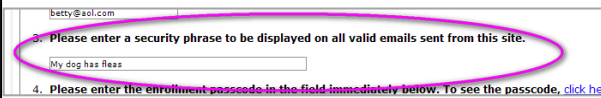
## ✓ Step 2

Make sure your email address is correct. If no email is listed, you must fill one in.




## ✓ Step 3

Enter your e-Statement security phrase. This should be a word or phrase you will recognize. Emails from us regarding e-Statements will contain this phrase.



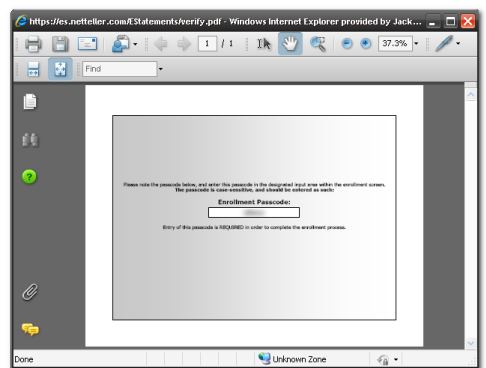
## ✓ Step 4

This step is your key to knowing if you'll be able to read e-Statements online. You must have Adobe® Reader 6.0 or higher installed on your computer to use the service.



First, click where it says [click here](#). This will open an Adobe PDF document in a new window.

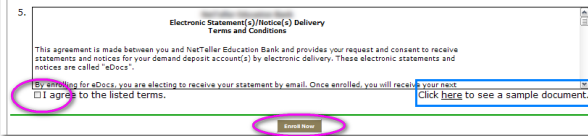
In the center of the PDF you will see a passcode word. This word is case-sensitive. Make a note of the passcode.



Then return to the enrollment screen and type the passcode into Step 4.

## Step 5

Read our terms and conditions.  
Check the box that says "I agree."  
Finish by clicking the "submit" button.



To see a sample statement, click the link in the lower right hand corner.

## Confirmation

You'll receive an email from us any time you enroll or un-enroll.

All emails from us regarding e-Statements will contain the security phrase you created.



**Congratulations!**

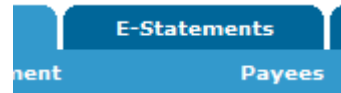
On going paperless  
and reducing waste!

## Receiving Documents

You'll receive an email from us when your e-Statement is ready. To view your statement, simply log into your online banking

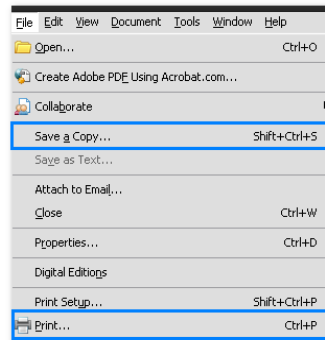
### E-Statement Tab

Once in your online banking, click on the Estatement Tab. Then click on the statement you wish to view.



### Saving and Printing

Because the statements open with Adobe, you can use the Adobe toolbar to save or print. (But you don't really want to print, do you?)



### Other Tabs

#### Account Reconciliation

- ✓ Use the Recon tab to balance your checkbook

#### Change Email Address

- ✓ Update your address or security phrase through the Email menu

## Retention

E-Statements are retained up to 6 months and up to 18 months through the NetTeller Tab - view statements option. Notices are kept for 30 days.

Be sure to save the statements to your computer or a disk for future reference.

### Security Reminders

- ✓ We will NEVER email you for your personal information. Any email claiming to be the Bank requesting personal information such as 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.

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