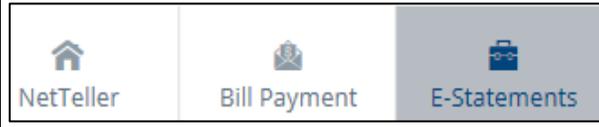


E-Statement User Guide

Self-Enroll

Accessing E-Statements

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



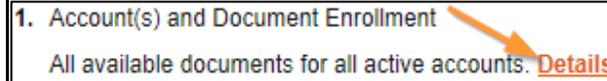
Enrolling for E-Statements

Click on E-Statements. This will automatically bring up 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



Check 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

BasicCK 0001

BasicCK 0002

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.

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.

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.



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 must scroll to the bottom of the agreement.

BRATTLEBORO SAVINGS & LOAN ASSOCIATION
STATEMENT USER AGREEMENT
Welcome to The Brattleboro Savings & Loan Association. This is an environmentally friendly electronic version of the agreement.

We need your consent to begin sending you e-statements electronically. Once you provide this consent, you will be able to view your e-statements.

I agree to the listed terms.

Click Enroll Now and you are all done.

Brattleboro
Savings & Loan

www.brattbank.com
802.254.5333

Changing E-Statement Accounts

To change whether an account receives e-statements or paper statements, click E-Statements > 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.

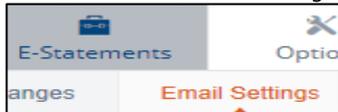
Date	Description	
07/28/2016	Enhanced Statements July 2016	View

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.

e-mail Settings

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

Click on E-Statements > e-mail Settings.



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](#)

Additional Recipients

Only one person on the account can sign up for e-statements

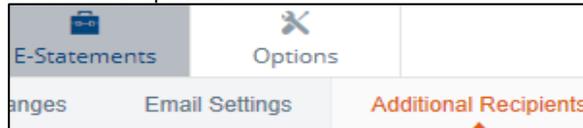
You can assign additional recipients to view your e-statements.

Please be aware that anyone you assign access to can view your check images, statements and security phrase.

You will assign the additional recipient a User Name, enter their e-mail address and assign their Access Pin (Password)

The Access Pin (Password) must be between 4-8 alphanumeric characters in length. It is case sensitive and expires every 6 months.

To add an Additional Recipient, click on E-Statement > Additional Recipients.



Enter the Username, e-mail Address and Access Pin. Click Save.

Username	Email Address	Access PIN	Save
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Edit Additional Recipients

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

Click on E-Statement > Additional Recipients.

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

Click on Assign Documents to allow them access to specific statements only.

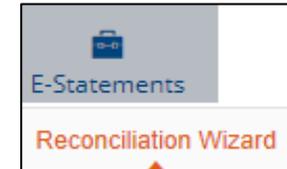
Click on Delete to delete the recipient.

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

Reconciliation Wizard

Reconciliation Wizard helps reconcile your statement.

Click on E-Statement > Reconciliation Wizard.



Follow the step-by-step instructions and you will be able to reconcile your statement in no time.

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.