

# You Haven't Signed Up For eStatements Yet?

Here is a step by step guide to help you begin with eStatements:

- Sign into Virtual Branch
- Click on the "Self Service" tab
- Under "Additional Services"
- Click on "eStatements"
- You will be asked to select an account to receive eStatements for (if there are multiple accounts on your Virtual Branch listing – you will need to repeat the steps and select each one to sign up for eStatements)
- If an email is not already in the Virtual Branch system, you will be prompted for an email. If one already exists, you will be asked to verify if it is correct.
- Accept the terms and conditions

Each month after you sign up, you will receive an email indicating your eStatement is ready!

*If you receive a message that it is transferring to eStatements but does not go beyond that screen:*

- ▶ Click on *Tools* at the top of your internet explorer bar
- ▶ As it drops down, select *Internet Options*
- ▶ A box should appear, select the *Advanced* tab at the top
- ▶ Scroll down to *Browsing* in the box
- ▶ Make sure the checkbox that says *Enable third-party browser extensions\** is checked