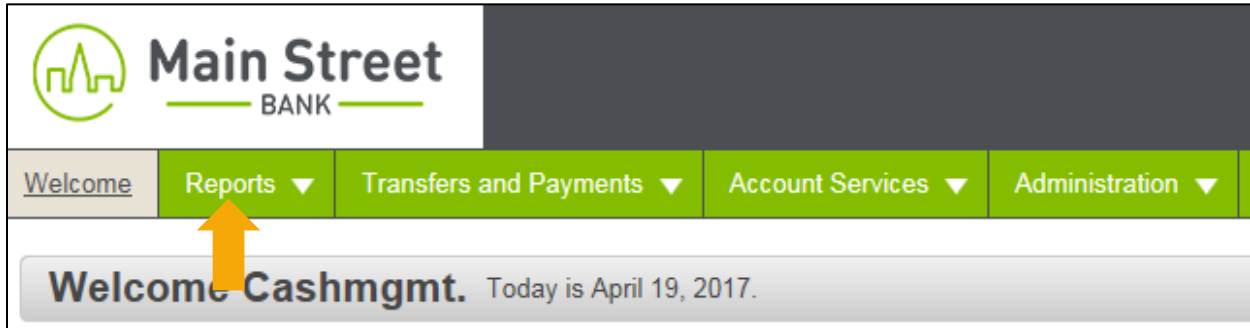


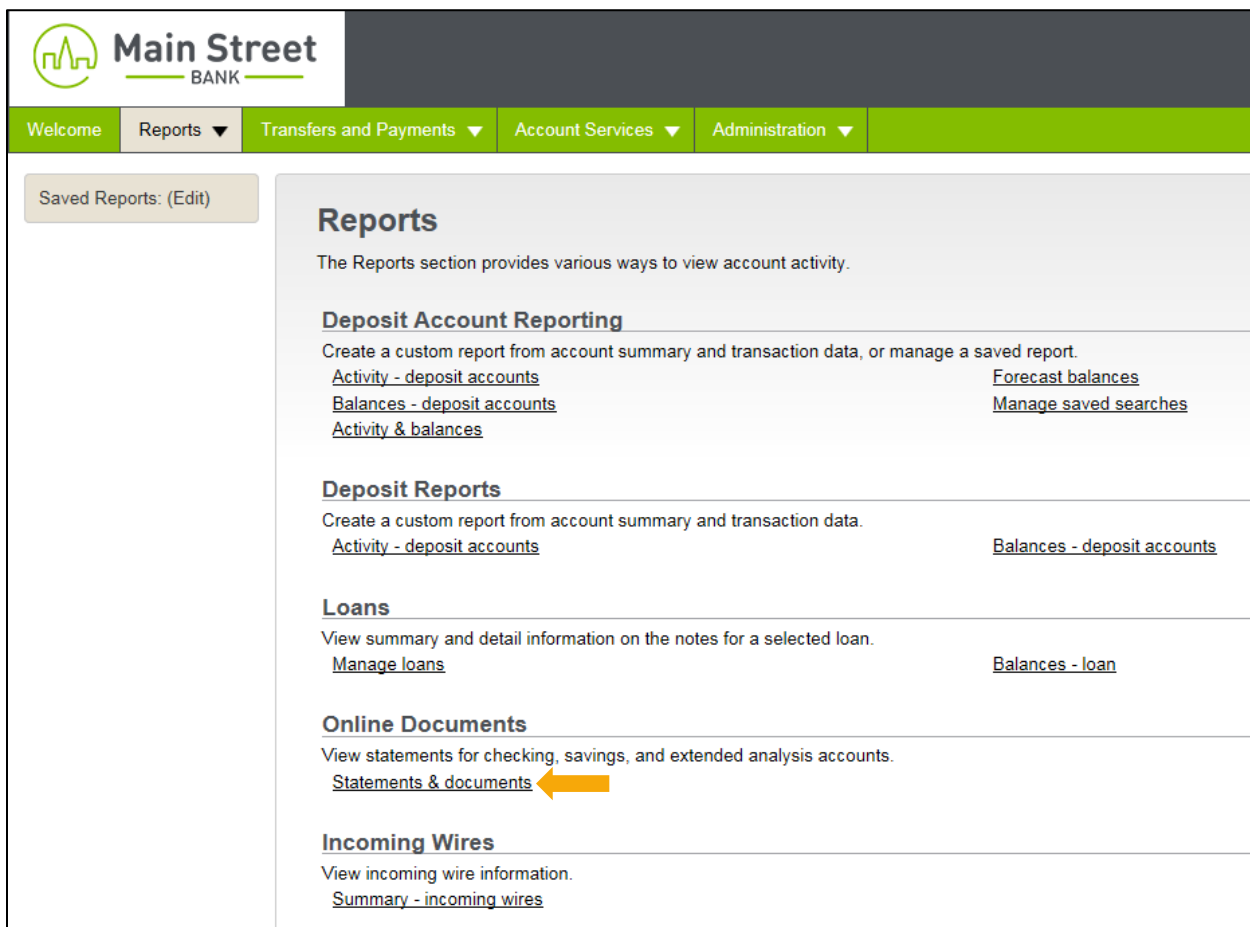


BUSINESS INTELLIGENCE ONLINE BANKING – HOW TO SIGN UP FOR E-STATEMENTS

- Logon to Business Intelligence Online Banking.
- Click on **“Reports.”**



- Click on **“Statements & documents”** under Online Documents.



- Click on **“View and maintain document preferences.”**

Statements & documents

Search Statements and Documents

[View and maintain document preferences](#) ←

New Requests

View: Most recent documents for an account type: Documents for a specific account (select account below):

1-5 View:

| | Description | Type | Account | ABA |
|----------------------------------|-------------|----------|---------|-----------|
| <input checked="" type="radio"/> | | Checking | *2014 | 211370752 |
| <input type="radio"/> | | Loan | *7654 | 211370752 |
| <input type="radio"/> | | Checking | *9197 | 211370752 |
| <input type="radio"/> | | Loan | *9310 | 211370752 |
| <input type="radio"/> | | Checking | *9502 | 211370752 |

Document type: Statement

- Your current delivery method is displayed; **Paper or Online.**
- Select your preference in the drop down menu and click **“Continue.”** *Note, first time users selecting online statements will be prompted to read and accept the terms and conditions of electronic delivery.*

Manage Delivery Preferences

[New selection](#)

| ABA | Account | Description | Account Type | Document Type | Delivery Preference |
|-----------|--------------|--------------|--------------|---------------|---------------------|
| 211370752 | *2014 | | Checking | Statement | Online ▾ |
| 211370752 | *2222 | non use test | Checking | Statement | Paper ▾ ← |
| 211370752 | *3007 | Mobile | Checking | Statement | Paper ▾ |
| 211370752 | *7654 | Test Loan | Loan | Statement | Online ▾ |
| 211370752 | *9197 | | Checking | Statement | Online ▾ |
| 211370752 | *9310 | Test loan | Loan | Statement | Online ▾ |
| 211370752 | *9502 | | Checking | Statement | Online ▾ |
| 211370752 | 1010 - 00001 | Test Loan | Loan | Statement | Paper ▾ |



- Verify your changes and click “Save preferences.”

Verify Preferences

You are updating the delivery preference for these account documents. Documents with “paper” delivery will no longer be available for viewing online.

[Make preference changes](#)

| <u>ABA</u> | <u>Account</u> | <u>Description</u> | <u>Account Type</u> | <u>Document Type</u> | <u>Delivery Preference</u> |
|------------|----------------|--------------------|---------------------|----------------------|----------------------------|
| 211370752 | *3007 | Mobile | Checking | Statement | Online |

Save preferences

Do not save preferences