

# eStatements at Eagle Bank

Electronic Statements Interactive system (ESI) delivers secure, interactive electronic documents including statements with check images, notices, and targeted marketing communications.

## Enrolling in eStatements

Select the eStatements tab within NetTeller and complete the five segments of enrollment. Further instructions are on the next pages.



**Enrollment**

You may choose to receive your statements and notices for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:

- 1. Account(s) and Document Enrollment**  
All available documents for all active accounts. [Details](#)
- 2. Please review the following email address. If not correct, please update it in the space shown.**
- 3. Please enter a security phrase to be displayed on all valid emails sent from this site.**
- 4. Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).**
- Eagle Bank**  
**Electronic Banking Account Statement Disclosure and Agreement**

This Electronic Banking Account Statement Disclosure and Agreement "Agreement" is made between you and Eagle Bank and provides your request and consent to receive statements, notices, and documents for your Eagle Bank account(s) by electronic delivery. These electronic statements, notices, and documents are called "eStatements". This Agreement is in addition to the terms and conditions described in the Eagle Bank Online Access Disclosure and Electronic Fund Transfer Act Disclosure and corresponding Fee Schedule.

I agree to the listed terms. [Click here](#) to see a sample document.

## Step 1: Account(s) and Document Enrollment

By default, all document types are selected for all accounts. If you do not wish to receive all notices or statements electronically, select **Details** and remove checkboxes beside the corresponding documents.

## Step 2: Validate Email Address

Enter your email address and verify that it is correct.

## Step 3: Enter Security Phrase

This phrase will appear on eStatement enrollment and notification emails from Eagle Bank. The security phrase is used to assure content containing this information is legitimately from Eagle Bank. Do not use your password.

Examples: Seeing you into the future. or Bogie is my dog. or Go Jayhawks!

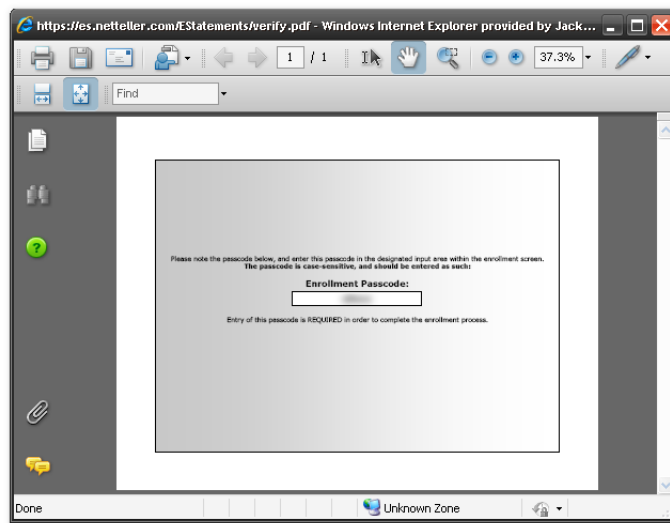
## Step 4: Enter PDF Passcode

Select the **click here** link to view a passcode required to complete the enrollment process. This passcode verifies that you have the ability to view eStatement documents in a PDF format using Adobe 6.0 or higher.

***The passcode is CASE-SENSITIVE and contains only letters.***

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

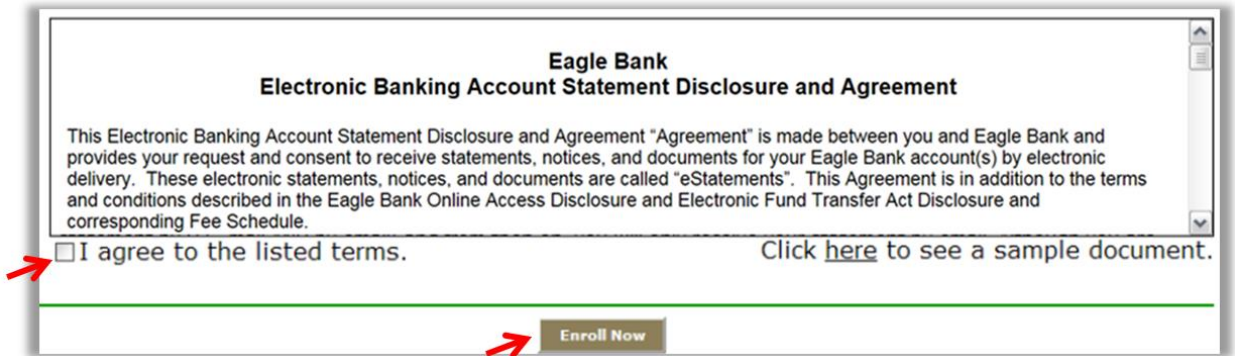
Please enter the enrollment passcode.



**Step 5: Accept Terms and Conditions**

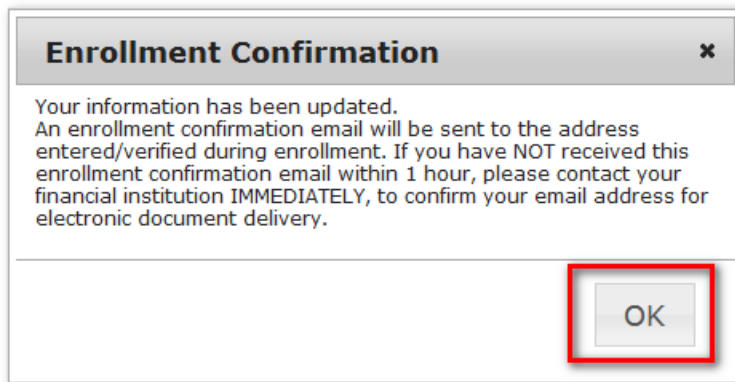
Scroll through the text and select the checkbox before clicking on **Enroll Now**.

The checkbox will remain grayed out until the user scrolls to the bottom of terms and conditions.



**Step 6: Confirm Enrollment**

An Enrollment Confirmation appears in a separate window. Select **OK** within this window to complete the process. You will also receive a confirmation email.



## Options within eStatement

Once you are enrolled, additional options are available within the eStatements tab.

### eStatements/Notices

Access eStatements by selecting the desired account and clicking on **View** to open the PDF document.

Date	Description	View Details
12/19/2014	Enhanced Customer Statements December 2014	<a href="#">View</a>
11/21/2014	Enhanced Customer Statements November 2014	<a href="#">View</a>

### Sign Up/Changes

View and edit which accounts and documents are enrolled. Selecting the + sign to the left of the account will display the accounts available. Check the boxes next to the accounts you want to have enrolled.

**Instructions:** Below is a list of accounts and document types that are available for enrollment in electronic delivery. You may place a check next to any document you wish to enroll or place a check next to any account(s) in which you wish to enroll all documents. If you uncheck any document or account, you will be unenrolled in electronic delivery for those applicable documents and/or accounts. No selections will be saved until you select the "Save Settings" button.

**Note:** Accounts and documents shown with a gray checkbox denote that they have already been enrolled. These may include joint and/or combined accounts and documents already enrolled by another account holder.

**Enroll All Available Accounts and Document Types Shown**

**Enroll Accounts**

- BANCLUB 0001
- MMA IND 0002

[Save Settings](#) [Refresh](#)

### Email Settings

Update the email address or security phrase related to eStatement.

### Additional Recipients

Give access to your statements to people who are not on your NetTeller account. Examples are spouses, CPA's, business partners, and bookkeepers.

Create login credentials, assign documents, and edit additional recipients. Additional Recipients access eStatements via a PDF email that arrives as an attachment.

You create login credentials (don't give them your NetTeller username and password).  
Assign which statements go to your additional recipient.  
You may add, remove, or change additional recipients.

Additional Recipients access eStatements via a PDF email that arrives as an attachment.

How to add additional recipients:

**Step 1:** Click **Add Additional Recipients** to add.

**Step 2:** Assign the recipient a **Username**, **Email Address**, and **Access PIN**. Click **Save**.

Username	Email Address	
Accountant	taxlady@taxesrus.com	<a href="#">Edit</a> <a href="#">Assign Documents</a> <a href="#">Delete</a>
<a href="#">Add Additional Recipients</a>		

Hint: Don't give them your NetTeller username and password. Give them the username and Access PIN that you make up.


**Username:** The additional recipient uses this name as the login ID when accessing email attachment. The ID may not contain spaces or special characters.

**Email Address:** Document notification is delivered to this address.

**Access PIN:** Additional Recipient password. This expires every 6 months.

**Step 3:** Click **Assign Documents**.

Username	Email Address	
Accountant	taxlady@taxesrus.com	<a href="#">Edit</a> <a href="#">Assign Documents</a> <a href="#">Delete</a>
<a href="#">Add Additional Recipients</a>		



**Edit:** Select to modify the Additional Recipient username, email address, or pin

**Delete:** Remove the Additional Recipient

**Step 4:** Select the accounts or notices assigned to the Additional Recipient and **Save Settings**.

Sign Up/Changes

**Instructions:** Below is a list of accounts and document types that are available for enrollment in electronic delivery. You may place a check next to any document you wish to enroll or place a check next to any account(s) in which you wish to enroll all documents. If you uncheck any document or account, you will be unenrolled in electronic delivery for those applicable documents and/or accounts. No selections will be saved until you select the "Save Settings" button.

**Note:** Accounts and documents shown with a gray checkbox denote that they have already been enrolled. These may include joint and/or combined accounts and documents already enrolled by another account holder.

**Enroll All Available Accounts and Document Types Shown**

**Enroll Accounts**

- BANCLUB 0001
- MMA IND 0002

## Disclosures

Review the terms and conditions for eStatement.

## Reconciliation Wizard

Balance statement information manually by subtracting checks and adding deposits.

## Receiving Documents

### eStatements as Email Attachments

**Step 1:** Open the attachment contained in the document notification. The login shell appears.

**Step 2:** eStatement user submits NetTeller ID/alias and password. Additional Recipient enters the Username and Access PIN established by the eStatement user.

**Step 3:** With login, the statement opens in Adobe. Print or save the document using the Adobe toolbar.