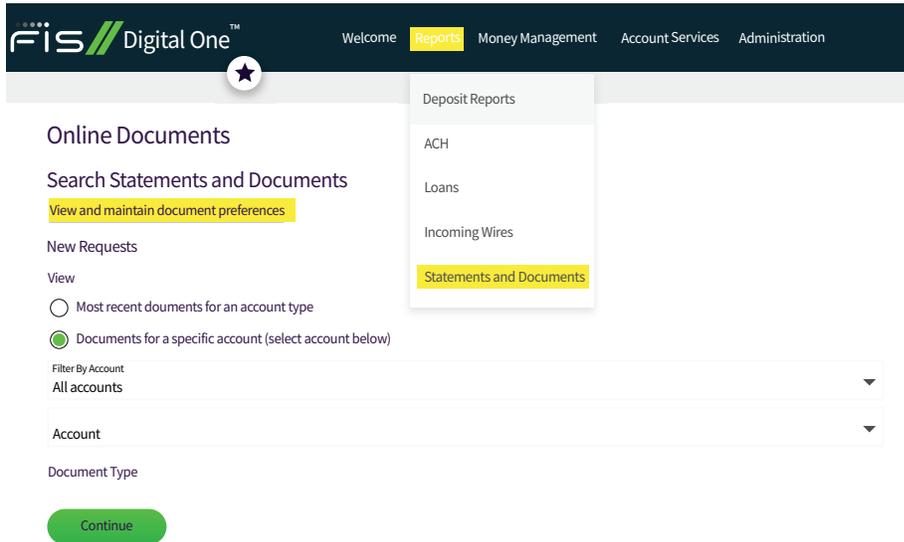


How to to Enable e-Statements & Manage Statement Preferences

1. Log in to **Treasury** and select **Reports -> Statements and Documents**, then click the underlined **View and maintain document preferences**.



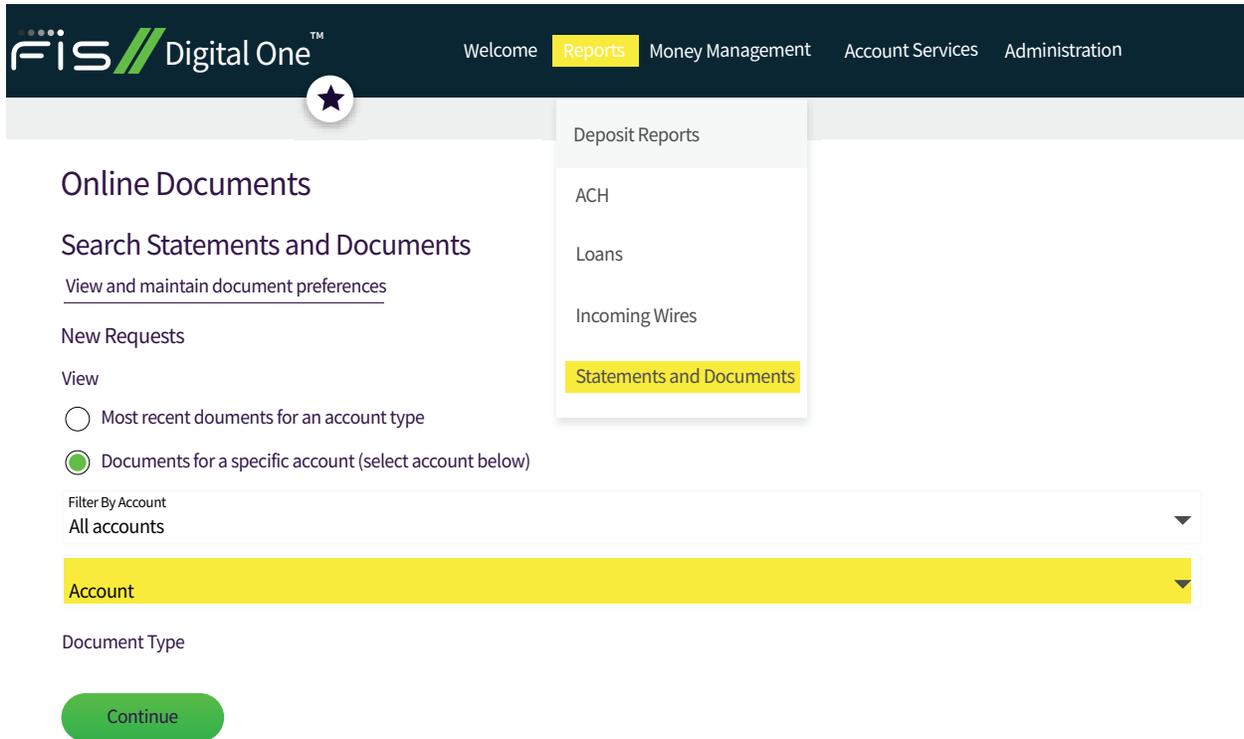
The screenshot shows the top navigation bar with 'Reports' highlighted. A dropdown menu is open under 'Reports', with 'Statements and Documents' selected. On the left sidebar, 'View and maintain document preferences' is highlighted in yellow. Below this, there are radio buttons for document preferences, a 'Filter By Account' dropdown set to 'All accounts', and a 'Continue' button.

2. Toggle the Delivery Preference from **Paper** to **Online** on the right-hand side of each account's row.

Account Type	Document Type	Delivery Preference
Savings	Statement	Paper
Savings	Statement	Online
Savings	Statement	Filter By Account All accounts
Savings	Statement	Filter By Account All accounts

3. Hit **Continue** at the bottom of the page, then read and review the eStatement Service Agreement. You must select **I Agree** to enable eStatements.

4. Following this, accounts with Delivery Preference set to **Online** will populate in the **Account** selection under **Reports -> Statements and Documents**.



The screenshot shows the Vista Bank Digital One interface. The top navigation bar includes 'Welcome', 'Reports', 'Money Management', 'Account Services', and 'Administration'. The 'Reports' menu is open, showing options: 'Deposit Reports', 'ACH', 'Loans', 'Incoming Wires', and 'Statements and Documents' (highlighted in yellow). On the left, the 'Online Documents' section includes a link to 'View and maintain document preferences', 'New Requests', and 'View' options. The 'View' options are: 'Most recent documents for an account type' (unselected) and 'Documents for a specific account (select account below)' (selected). Below this is a 'Filter By Account' dropdown set to 'All accounts' and an 'Account' dropdown menu. A 'Continue' button is visible at the bottom of the page.

Note: Accounts with Delivery Preference set to “Paper” will **NOT** populate in the Account selection under **Reports -> Statements and Documents**. If one of your accounts is missing from this list, check its Delivery Preference via **View and maintain document preferences** and confirm it is set to “Online” and not “Paper”.