



What Your Bank Should Be.

## Online eStatement Enrollment

By choosing online electronic statements, you will eliminate the waste of receiving paper statements at home and have the convenience of accessing your statements through CNB Online Banking. *Electronic statements are available days sooner than receiving them in the mail, making it easier for you to reconcile your accounts and catch any potential errors sooner.*

### SAMPLE ENROLLMENT SCREEN

The screenshot shows the eStatement Enrollment screen for Citizens National Bank. At the top, there is a navigation bar with links for Account List, Options, Other Services, Chat Online, and Exit Online. Below this is the eStatement Enrollment section, which includes an Information link to the disclaimer. The main content area is divided into Primary Accounts and Secondary Accounts. Under Primary Accounts, there is a checkbox for "GIVE STMT TO ANDY F/BUS REVIEW" and a radio button for "Online Statements". The Primary Account Owner Email field is set to "jrecker@cnbohio.com". Under Secondary Accounts, there is a checked checkbox for "770002717 CNBBANK DIRECT" and a radio button for "Enrolled". The Primary Account Owner Email field is set to "cf.225@hotmail.com". At the bottom of the form, there are buttons for "Accept", "Decline", and "Ask Me Later".

Account	Enrollment Status	Primary Account Owner Email
<input type="checkbox"/> GIVE STMT TO ANDY F/BUS REVIEW	<input type="radio"/> Online Statements	Verify or Change E-mail Address: <input type="text" value="jrecker@cnbohio.com"/> Confirm E-mail Address: <input type="text"/>
<input checked="" type="checkbox"/> 770002717 CNBBANK DIRECT	<input type="radio"/> Enrolled	cf.225@hotmail.com

### How to enroll for Online eStatements:

1. **Log in to CNB Online Banking.** The eStatement Enrollment screen will pop up if you're eligible for online statements for any account. Review the eStatement Enrollment Disclaimer under Information. Click the checkbox titled "I Agree to eStatement Enrollment Disclaimer" underneath your list of accounts.
2. **Select accounts to enroll.** A list of eligible accounts appears under eStatement Enrollment. If you are the primary signer on the account, it will appear as a Primary Account. You may change or confirm the email address that all your electronic notifications will be sent to. If an account is listed as a Secondary Account, you are not the primary signer. You may sign up for online statements, but may not change the email address notifications are sent to.
3. **Click Accept.** On the following screen, under Info, will appear a message "eStatement Enrollment Completed Successfully". You will receive email notification when a statement is available for you to view through CNB Online Banking. This is simply done by logging into Online Banking, selecting the account you'd like to view, then clicking the Documents button. You'll be able to select what type of document you're viewing (in most cases either checking acct stmt with images or checking account statement) and the date range you'd like to

view. Under Available Documents a link will appear to your statement. Click on that link to view it.

If you do not sign up for online eStatements at this time, you may either click Decline to not have the screen show up again, or Ask Me Later to have it remind you in 14 days.

If you choose Decline and decide you'd like to sign up at a later date, you may do so by clicking the Option tab. Under eStatement Enrollment, click the Edit button. This brings you to the enrollment screen where you may agree to the eStatement Enrollment Disclaimer and select which accounts to sign up for.