

eDelivery Enrollment Guide



Enroll for eDelivery

Select the eDelivery tab from the menu bar across the top.

The first time you click on the eDelivery tab you'll be presented with an enrollment screen, as shown to the right.

Steps for enrollment

- 1. Click <u>Details</u> to see which accounts and document types you can enroll.
- Make sure your email address is correct. If no email is listed, you must fill one in.
- Enter a word or words that you will recognize. This is called your eStatement security phrase. Emails from us regarding eStatements will contain this phrase in the subject line.
- 4. This step is your key to knowing if you'll be able to read eStatements online. Select <u>click here</u> to see if you have Adobe® Reader® 6.0 or higher installed on your computer to use the service. This will open an Adobe PDF document in a new window. In the center of the PDF you will see a passcode word. This word is case-sensitive. Enter this passcode on the previous window in the field indicated.
- Read our terms and conditions then check the box that says "I agree."
- 6. To see a sample statement, click the link in the lower right hand corner.
- 7. Finish by clicking the enroll now button.
- You'll receive an email from us any time you enroll or un-enroll. All emails from us regarding eDelivery will contain the security phrase you created.

☆ NetTeller	🏩 Bill Pay		eDelivery		X Options	Money Desktop	
eStatements/No	eStatements/Notices		Sign Up/Changes		nail Settings	Additional Recipients	Disclosures

You may choose to receive your statements 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.

Please enter a security phrase.

4. Please enter the enrollment passcode in the field immediately below. To see the passcode, click here.

Please enter the enrollment passcode.

5. Please read the disclosure below. You must scroll to the bottom of the disclosure before agreeing to the terms listed.

First Robinson Savings Bank, NA Electronic Statement(s)/Notice(s) Delivery Terms and Conditions

This agreement is made between you and First Robinson Savings Bank and provides your request and consent to receive statements and notices for your account(s) by electronic delivery. These electronic statements and notices are called "eDelivery".

By enrolling for eDelivery, you are electing to receive your statement(s)/notice(s) by email. Once enrolled, you will receive your next statement(s)/notice(s) by email; and from then on, you will only receive your statement(s)/notice(s) by email. Although you are opting out from receiving your statement(s)/notice(s) by U.S. mail, you have the option to receive a paper statement(s)/notice(s), at any time, by Netteller under eDelivery.

There are currently no service charge fees for the use of eDelivery. However, you agree that First Robinson Savings Bank has the right to institute or change the fees for eDelivery upon thirty days prior written notice to you. In addition, First Robinson Savings Bank has the right to amend these terms and conditions from time to time providing you with written notice of the amended terms and conditions.

You agree to waive and release any claims against First Robinson Savings Bank arising out of or that may in any way be related to the use of eDelivery, except for those claims resulting solely from the negligent acts or omissions of the Bank. You agree that you are solely responsible for

I agree to the listed terms.

Click here to see a sample document.

Enroll Now







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Receiving Documents

You'll receive an email when your eStatement is ready. Sign into Online Banking to continue.

Click on the eDelivery tab for a list of documents. Toggle between accounts by using the drop-down account listing.

Click View to open the document.

Â 鹵 X $\sqrt{}$ NetTeller Bill Pay Money Desktop Option eStatements/Notices Additional Recipients Sign Up/Changes Email Settings Disclosures Reconciliation Wizard eStatements/Notices Ŧ View Statement/Notices For: Vacation Date Description 01/31/2019 Statements January 2019 <u>View</u> 12/31/2018 Statements December 2018 View 11/30/2018 Statements November 2018 View 10/31/2018 Statements October 2018 View 09/28/2018 Statements September 2018 View 08/31/2018 Statements August 2018 <u>View</u> 07/31/2018 Statements July 2018 <u>View</u> 06/29/2018 Statements June 2018 View 05/31/2018 Statements May 2018 View

Retention

Be sure to save the statements to your computer or a disk for future reference.

Other Tabs

Change Email Address

✓ Update your address or security phrase through the Email Settings menu



Because the statements open with Adobe, you

can use the Adobe toolbar to save or print. (But you don't really want to print, do you?)

Saving and Printing