

# Electronic Statements User Guide

## Self-Enroll



## Enroll for E-Statements

Select the E-Statements tab from the menu bar.

The first time you click on the E-Docs tab you'll be presented with an enrollment screen.



## Step 1 (optional)

Click **Details** to see which accounts and document types you can enroll.

Remove the check boxes from any documents you wish to receive on paper.

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.  
betty@aol.com

3. Please enter a security phrase to be displayed on all valid emails sent from this site.  
My dog has fleas

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



## Step 2

Make sure your email address is correct. If no email is listed, you must fill one in.

2. Please review the following email address. If not correct, please update it in the space shown.  
betty@aol.com



## Step 3

Enter a word or words that you will recognize. This is called your E-Statements security phrase. Emails from us regarding E-Statements will contain this phrase.

2. Please enter a security phrase to be displayed on all valid emails sent from this site.  
My dog has fleas



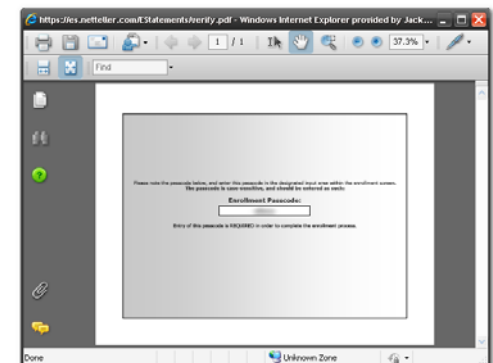
## Step 4

This step is your key to knowing if you'll be able to read E-Statements online. You must have Adobe® Reader® 6.0 or higher installed on your computer to use the service.

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

First, click where it says [click here](#). This will open an Adobe PDF document in a new window.

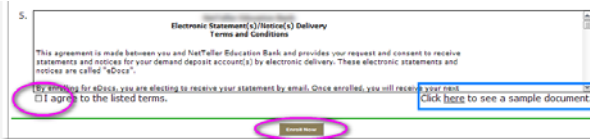
In the center of the PDF you will see a passcode word. This word is case-sensitive. Make a note of the passcode.



Then return to the enrollment screen and type the passcode into Step 4.

## Step 5

Read our terms and conditions  
then check the box that says "I agree."  
Finish by clicking the submit button.



To see a sample statement, click the link in  
the lower right hand corner.

## Confirmation

You'll receive an email from us  
any time you enroll or un-enroll.

All emails from us regarding E- Statements will  
contain the security phrase you created.



# CONGRATULATIONS

on going paperless  
and reducing waste!

## Receiving E-Statements

You'll receive an email when your E- Statements  
is ready. Click on the attachment to open it.



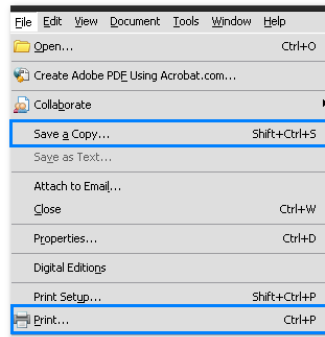
## Login Shell

Make sure you see your security phrase.  
Enter your Online Banking username and password.

Username:   
Password:

## Saving and Printing

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?)



## Other Tabs

### Account Reconciliation

- ✓ Use the Recon tab to balance your  
checkbook

### Change Email Address

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

## Retention

We retain statements online for 60 days  
and notices are kept for 30 days.

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

## Security Reminders

- ✓ We will NEVER email you for your  
personal information. Any email claiming  
to be the bank requesting personal  
information such as Social Security  
Numbers, IDs, or Passwords should not  
be trusted or opened.
- ✓ Do not write your password down.
- ✓ Change your password frequently.
- ✓ Use a different password to access your  
online accounts than ones you use for  
other applications.
- ✓ Always exit your online banking session  
before leaving your computer.



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