

Electronic Statements User Guide

Commercial



AUBURN BANK

www.auburnbank.com
Member FDIC

334-821-9200

1-888-988-2162 option 0
(outside of the Auburn/Opelika area)



Granting Access

Commercial account holders must grant access to eStatements prior to being able to enroll. You must be the company administrator to perform the following steps.



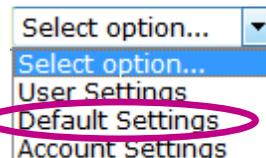
Step 1

Click the **Cash Manger** Tab then select **Users**.



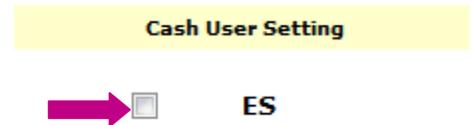
Step 2

In the right hand corner, select the drop down and choose **Default Settings**.



Step 3

Check the ES option listed under the **Cash User Settings**.



Step 4

Grant access to each user in your company that will need to view eStatements by repeating steps 2 & 3 for each user.



Enrollment

Continue to Step 5 to begin the enrollment process for your account(s).

Electronic Statements User Guide

Self-Enroll



Enroll for eStatements

Select the eStatements tab from the menu bar.

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



Step 5 (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](#).

5. **Electronic Statement(s)/Notice(s) Delivery Terms and Conditions**
This agreement is made between you and FirstTeller Education Bank and provides your request and consent to receive statements and notices for your demand deposit account(s) by electronic delivery. These electronic statements and notices are called "eDocs".
By enrolling for eDocs, you are electing to receive your statement by email. Once enrolled, you will receive your next statement by email.
I agree to the listed terms. [Click here to see a sample document.](#)



Step 6

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

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



Step 7

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.

betty@aol.com

2. 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](#).



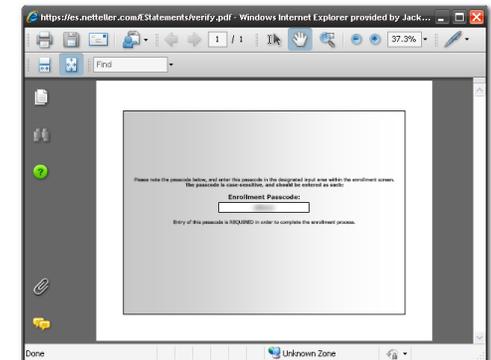
Step 8

This step is your key to knowing if you'll be able to read eStatements online. You must have Adobe® Reader® 10.0 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.



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Step 9

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 eStatements will contain the security phrase you created.



CONGRATULATIONS

on going paperless
and reducing waste!

Receiving Documents

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

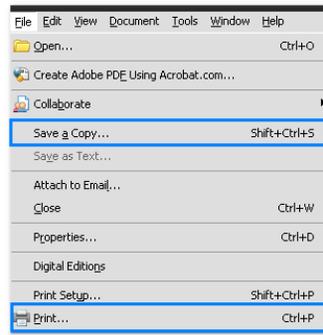
Click on the eStatements tab for a list of documents. Toggle between accounts by using the drop-down account listing.

Date	Description	View Details
07/02/2010	Account Statement July 2010	View
06/04/2010	Account Statement June 2010	View

Click **View** to open the document.

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 and notices online for 18 months.

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.