



AUBURNBANK

www.auburnbank.com
Member FDIC

AUBURNBANK ELECTRONIC STATEMENTS USER GUIDE

Note: Granting access to eStatements is required for Cash Management users for commercial account holders to be able to enroll. Your company online banking administrator must assign this access. You must have access to perform the following steps.

STEP 1

Select the eStatements tab from the menu bar. You will be presented with an enrollment screen if you have never enrolled. Click **Details** to determine which accounts and document types you can enroll. Remove the checkmark from any document(s) you wish to receive in paper form. Please refer to your account agreement for any charges related to paper statements.

STEP 2

Verify your email address in the enrollment form. If no email is listed, you must provide a valid email address.

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 your security phrase to be displayed on all valid emails sent from this site.

STEP 3

Enter a word or word phrase that you will recognize as your eStatement Security Phrase. Any email sent by us regarding your eStatement will contain this phrase. When you see this phrase, you can be confident that AuburnBank sent the email. There is no need to reply to the reminder emails or confirm with us the phrase is correct.

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

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

STEP 4

To enroll in eStatements, you must be able to open an Adobe PDF document. Click on the link that says "[click here](#)" to open the sample page in a new window. The page will display a passcode word which is case-sensitive. Make a note of the passcode for the next step. If you require assistance, please contact Electronic Services at 334-821-9200.

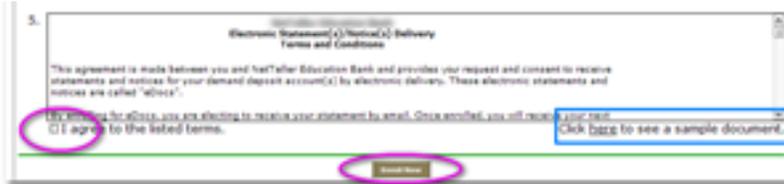


STEP 5

Return to the enrollment screen and type the case sensitive passcode into the correct field.

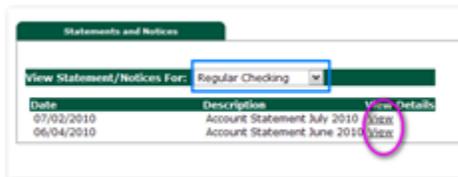
STEP 6

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



IMPORTANT INFORMATION

1. You will receive a confirmation email from AuburnBank each time you enroll or un-enroll eStatements.
2. All emails from AuburnBank regarding your eStatement activity will contain the security phrase you created during enrollment. This phrase can be updated anytime using the online banking system.
3. You'll receive an email when your eStatement is available. Sign in to online or mobile banking to **view (click on View link)**, save, or print your document(s).



4. We retain statements and notices online for 18 months. Be sure to save to your computer for long term reference.
5. Click on the Account Reconciliation tab to balance your checkbook.
6. Update your email or security phrase within the Email menu.

AuburnBank will never email you requesting 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 and consider changing 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. Set a code to lock your mobile devices.