



GRB *online*

eStatements User Guide



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1 Enroll and set up

1. Log in to GRBOnline and click on the eStatements tab.



2. On the enrollment page, click on Details in #1 to display a list of your accounts. Check the boxes of all the accounts you wish to enroll in eStatements. Click Save Settings.

Enroll All Available Accounts and Document Types Shown

Enroll Accounts

- BUS DDA 0001
- BUS MMDA 0002

Save Settings

Cancel



2 Enroll and set up

1. Fill in answers to the following questions:
 - #2 Verify the email address is correct.
 - #3 Enter a security phrase. The phrase will display in the subject line of emails you receive alerting you to statements ready to download. When you see your phrase in the subject line of an eStatements email from GRB, you will know it is authentic and safe to log in.
 - #4 Enter the passcode displayed when you hit the “Click here” link at the end of the sentence. Type it into the field.

Enrollment

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



3 Enroll and set up

- #5 Review the eStatements Agreement. Scroll to the bottom and check the box to agree to the terms. Click Enroll Now.

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

Genesee Regional Bank
Electronic Statement(s)/Notice(s) Delivery
Terms and Conditions

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

I agree to the listed terms.

Click [here](#) to see a sample document.

Enroll Now 

1. A confirmation message will display. Click Ok. You will also receive an email confirmation.

Enrollment Confirmation

Your information has been updated.
An enrollment confirmation email will be sent to the e-mail address entered during enrollment. If you do NOT receive this enrollment confirmation email within 1 hour, please contact us IMMEDIATELY, to confirm your email address for electronic document delivery.

OK 




4 Enroll and set up

1. Upon completion, you'll be redirected to the eStatements page. There will be no eStatements to display until your first statement or billing cycle after enrollment. You can return to this page to view previous eStatements once you start receiving them.

eStatements/Notices

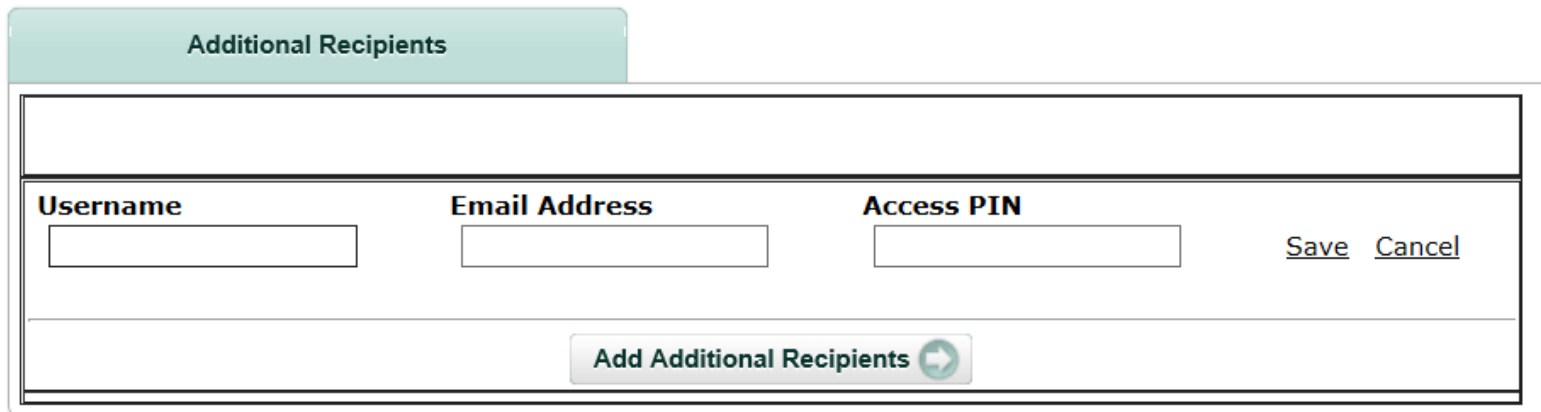
You have no documents available to view for this account.

View Statement/Notices For: 




1 Add additional recipients

1. Login to GRBOnline, click the eStatements tab, and select Additional Recipients.
2. Click Add Additional Recipients.
3. Enter the Username, Email Address, and Access PIN, then click Save. You create the Username and the Access PIN for the additional user, and provide them that information to them so they can log in.
4. Click Add Additional Recipients to add another if desired.



The screenshot shows a web form titled "Additional Recipients". The form contains three input fields: "Username", "Email Address", and "Access PIN". To the right of these fields are two links: "Save" and "Cancel". Below the input fields is a button labeled "Add Additional Recipients" with a right-pointing arrow icon.


| Username | Email Address | Access PIN | Save | Cancel |
|---|----------------------|----------------------|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Save | Cancel |
| Add Additional Recipients  | | | | |



2 Add additional recipients

- 1. Click on Assign Documents.
- 2. Click on the accounts for which you want your additional recipient(s) to receive statements, then click Save Settings.

| Username | Email Address | |
|-------------|----------------------|--|
| Testuser123 | testing123@yahoo.com | Edit Assign Documents Delete |

[Add Additional Recipients](#) 

- 3. Review the Electronic Statements/Notices Delivery Agreement and click I Agree at the bottom.

[I Agree](#)  [I Do Not Agree](#)  [Print](#) 





1 Making changes

1. You can un-enroll accounts in eStatements at any time. Login to GRB*online*, go to the eStatements tab, and select Sign Up/Changes.
2. Uncheck the boxes next to the accounts to un-enroll and click Save Settings.

Enroll All Available Accounts and Document Types Shown

Enroll Accounts

-  BUS DDA 0001
-  BUS MMDA 0002

Save Settings 

Refresh 

Go Back 



1 Reconciliation wizard


1. Reconcile your account between statements using the Reconciliation Wizard. Login to *GRBonline*, go to the eStatements tab, then select Reconciliation Wizard.
2. Enter the balance from the last statement and click Next Step.



Reconciliation Wizard - Step #1: Starting Balance

Enter balance from the latest statement:

\$

Next Step 



2 Reconciliation wizard

1. Click Add Deposit to add any deposits you've made.
2. Enter the amount of the recent deposit and click Recalculate Total. Repeat this step for all deposits. Click Next Step when all deposits have been entered.

Reconciliation Wizard - Step #2: Deposits

Add Recent Deposits \$
(Not credited on this statement.)

(Maximum of 25 Deposits)

Total Deposits: \$0.00



3 Reconciliation wizard

1. Click on Add Checks, enter the information about the check, click Add Checks. Repeat for all checks.
2. Click Recalculate, then Next Step.
3. Your reconciliation will be displayed.

Reconciliation Wizard - Step #3: Checks Outstanding

No checks added.

| Date | Check Number | Amount |
|------|--------------|--------|
|------|--------------|--------|

(Maximum of 25 Checks)

Total Check Amount: \$0.00

Reconciliation Wizard - Step #4: Summary

| | |
|--|----------|
| Starting Balance: | \$100.00 |
| Deposits: | \$100.00 |
| Subtotal: | \$200.00 |
| Checks Outstanding: (date or number) | |
| 101 | (\$1.00) |
| 102 | (\$1.00) |
| Balance: | \$198.00 |



1 Customer Service

- E-mail customer service: info@GRBbank.com
- Call us at: 585.249.1540

