



Electronic Statements Quick Reference Guide

Table of Contents

- New Enrollment
- Accessing your Electronic Statements and Making Changes
- FAQs

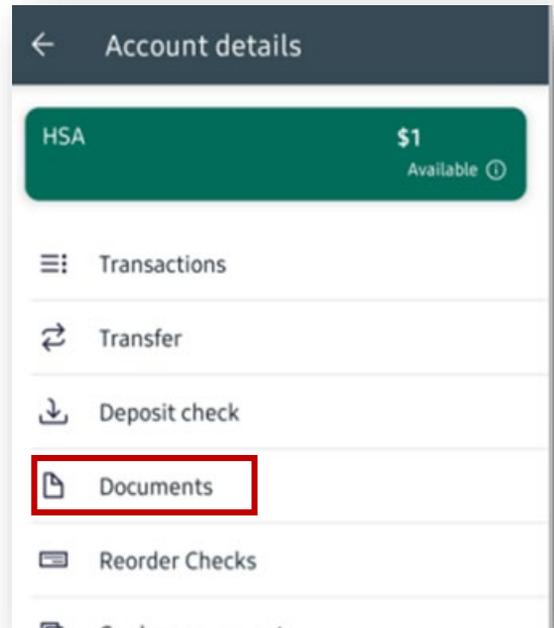


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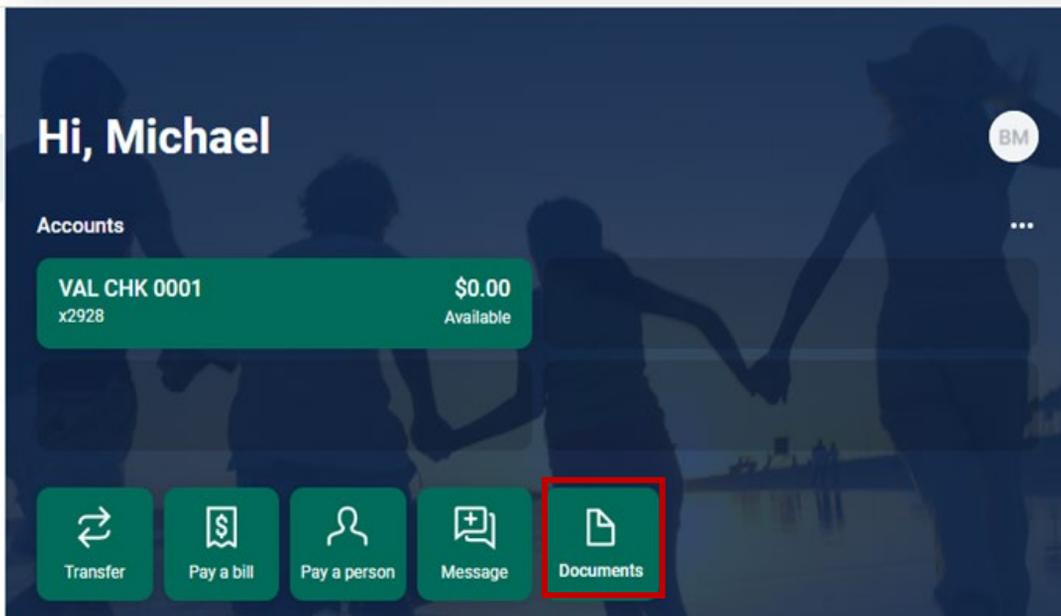
You can enroll in eStatements to receive any of your statements electronically in GRBbank.

New Enrollment

- Step 1: Click on *Documents* icon on the Dashboard, or within an account, to begin the enrollment process.



Mobile View



Desktop View



Documents

Enrollment Email Settings 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 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

I agree to the listed terms. [Click here to see a sample document.](#)

Enroll Now

- Step 2: On the Enrollment screen, select which accounts you want to enroll in eStatements. Click *Details* to view all accounts.
- Step 3: Review email address and read the disclosure.
- Step 4: Check the “I agree to the listed terms.” and click *Enroll Now*.
- Step 5: You will receive an enrollment confirmation.

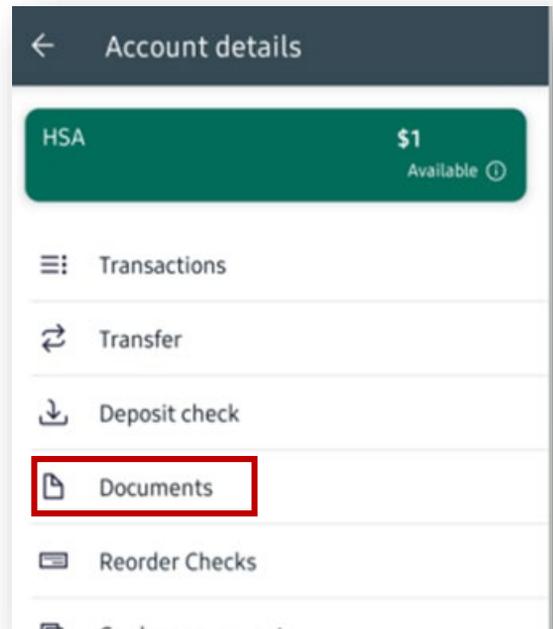


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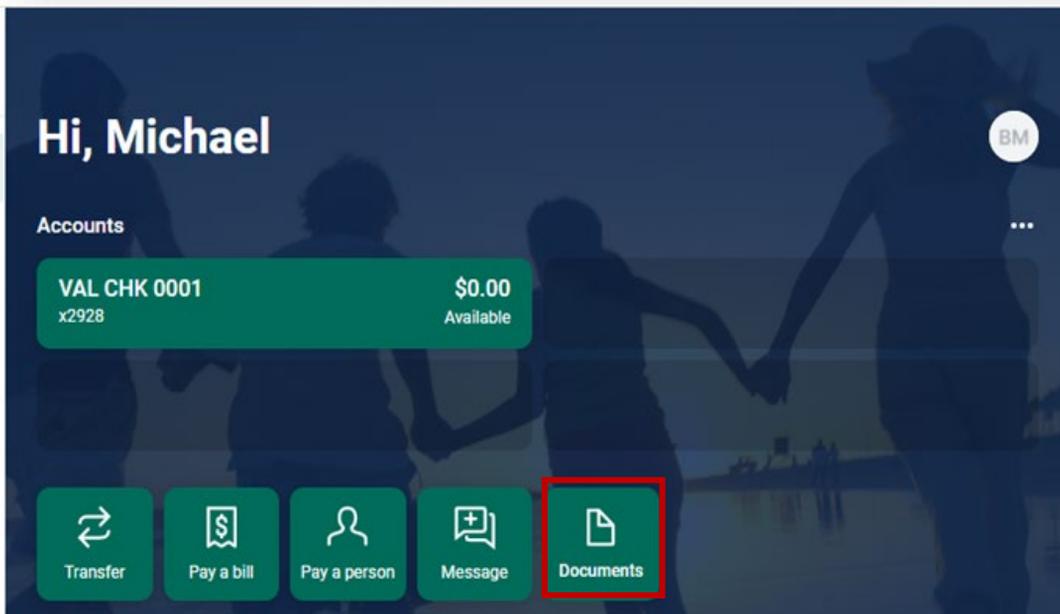
You can enroll in eStatements to receive any of your statements electronically in GRBbank.

Accessing your Electronic Statement and Making Changes

- Step 1: Click on Documents icon on the Dashboard, or within an account, to access your statements

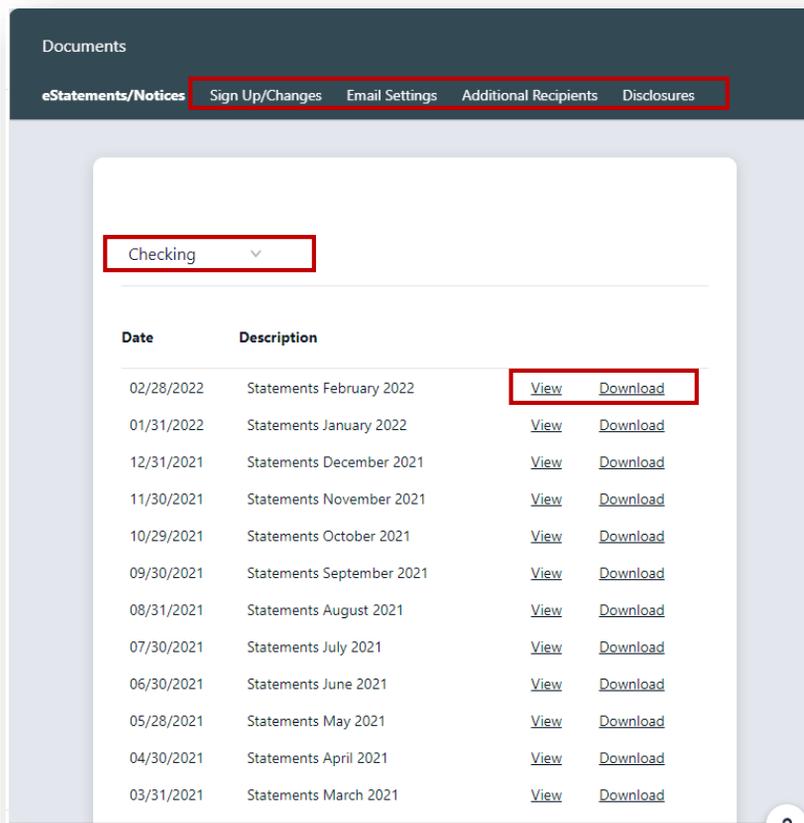


Mobile View



Desktop View





- Step 2: Select which accounts to view.
- Step 3: Choose to view or download the statement.
- Step 4: Use the menu bar to make the following updates to you e-statement:
 - *Sign Up/Changes* – Change the accounts
 - *Email Settings* – Change the email
 - *Additional Recipients* -add additional recipients
 - *Disclosures* – Review the Electronic Statement Disclosures



Electronic Statements FAQs

Q. I used to just access a text version of my statement in GRBonline/mobile, but I don't see where that option is.

A. The "text" version of your statements is no longer available. In order to view your statements electronically, you must enroll for Electronic Statements.

Q. Q: How do I sign up for electronic statements?

A. A: Click on *Documents* icon on the Dashboard, or within an account, to begin the enrollment process. You must have an email address to receive electronic statements.

Q. Can I have electronic statements without having online banking?

A. No, electronic statements are accessed from within your GRBbank Online banking.

Q. Will I continue to receive a paper statement after enrolling in E-Statements?

A. No, when you enroll an account for electronic statements, you will no longer receive a paper statement for that account.



Electronic Statements FAQs

Q. How do I access my electronic statements?

A. Click on *Documents* icon on the Dashboard, or within an account. You will see a dropdown with accounts to view and a list of electronic statements and notices available. You will receive an email notifying you each time you have a new statement available.

Q. Who can receive electronic statements on an account?

A. Each account owner can sign up and receive electronic statements. An additional recipient can also be added by an account owner to receive statements - accountant, bookkeeper, etc. To add an additional recipient, access your Documents and select Additional Recipients. You will create a username and PIN for them to use to access the statements.

Q. How far back can I access my statements?

A. Your electronic statements can be accessed for 13 months. From the time you sign up, you begin building your statement history.

Q. How do I change my email address the statement notifications go to?

A. To update your email, access your *Documents* and choose Email settings.

