

# Electronic Statements Quick Reference Guide

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Genesee Regional Bank www.GRBbank.com





### Electronic Statements Quick Reference Guide

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.

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≣	Transactions	
\$	Transfer	
Ŧ	Deposit check	
ß	Documents	
	Reorder Checks	
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#### **Desktop View**



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Email Settings	Disclosures			
You may choose to made available onl outlined below:	receive your stateme ine through this site. 1	nts for your account(s) delivered via er fo enroll your account(s) please follow	nail and the steps	
1. Account(s) and D All available do	Document Enrollment ocuments for all active	accounts Details		
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- 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.





### Electronic Statements Quick Reference Guide

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

÷	Account detail	ls
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Ŧ	Deposit check	
ß	Documents	
	Reorder Checks	
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#### **Desktop View**



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uments			
ements/Notices	Sign Up/Changes Email Settings	Additional Recipients Disclosures	
_			_
Checking	$\checkmark$		
Date	Description		
02/28/202	2 Statements February 2022	<u>View</u> <u>Download</u>	
01/31/202	2 Statements January 2022	View Download	
12/31/202	1 Statements December 2021	View Download	
11/30/202	1 Statements November 2021	<u>View</u> <u>Download</u>	
10/29/202	1 Statements October 2021	View Download	
09/30/202	1 Statements September 2021	<u>View</u> <u>Download</u>	
08/31/202	1 Statements August 2021	<u>View</u> <u>Download</u>	
07/30/202	1 Statements July 2021	<u>View</u> <u>Download</u>	
06/30/202	1 Statements June 2021	<u>View</u> <u>Download</u>	
05/28/202	1 Statements May 2021	<u>View</u> <u>Download</u>	
04/30/202	1 Statements April 2021	View Download	
03/31/202	1 Statements March 2021	View Download	

- 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: 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.

