

# eStatement Enrollment Guide



To enroll in eStatements, you must first register as a Katahdin Trust Personal Online Banking user. Visit [www.katahdintrust.com](http://www.katahdintrust.com) and click "Enroll in Online Banking". When you login to Online Banking, you may be prompted to enroll in eStatements. If you do not see the prompt, you can still enroll in eStatements at any time by completing the following steps once logged in:

➔ **Click to watch an informational video about the benefits of eStatements.**

1) In the upper right hand corner, click Profile.



2) Scroll down to Electronic Statements, click Edit.

## Electronic Statements



3) Select the accounts you would like to receive eStatements.

Account	Delivery method
My Checking 1	eStatement
My Checking 2	<input type="radio"/> Paper <input checked="" type="radio"/> eStatement
My Savings 1	<input type="radio"/> Paper <input checked="" type="radio"/> eStatement

4) Review the terms and conditions by clicking on "electronic statements terms and conditions" and make a note of the confirmation code that you were shown at the end of the document. Check the box to accept the terms and conditions and enter your confirmation code. Click Save.

**Terms and conditions**

You must read and accept the [electronic statements terms and conditions](#) before you can continue your enrollment. When finished, enter the 4-digit confirmation code found on the last page. Entering a confirmation code confirms that you are able to view and read PDF files, which are used for electronic statements as required by regulations.

I have read and accept the electronic statements terms and conditions.

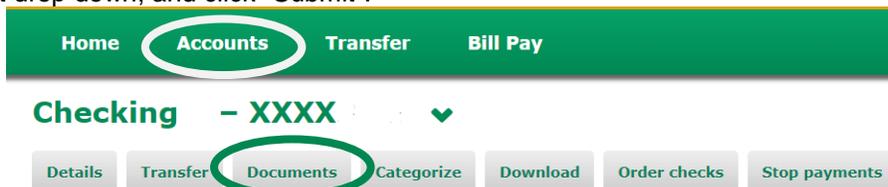
Confirmation Code \*

\* indicates required field

### Frequently Asked Questions:

#### *How do I view my statement online?*

Once logged in: Click "Accounts" on the top Menu Bar, click "Documents", then choose your desired account from the Account drop down, and click "Submit".



#### *How will I be notified my eStatement is available?*

Each time a statement is produced, an email will be sent to the primary account owner with instructions on how to log in and view the eStatement. Any account owner with access to the account in their Online Banking can view the eStatement by clicking on the Documents tab.

#### *I don't see the account in my Online Banking. What do I do?*

If an account has more than three owners, you may not see it in online banking. Please contact your local branch or call 1-855-331-3221 for assistance.

#### *I see the account but there is no check box next to it. How do I enroll?*

The primary account owner does not have an email on file with Katahdin Trust. Once the primary account owner updates their information by contacting their local branch or calling 1-855-331-3221, you (and other account owners) will be able to enroll this account in eStatements.

#### *If I enroll in eStatements, will I still receive a paper statement in the mail?*

No. If at any time you no longer wish to receive eStatements, contact your local branch or call 1-855-331-3221.