Electronic Statement and Notice Enrollment

GUIDE

Citizens Bank & Trust

Table of Contents

Introduction

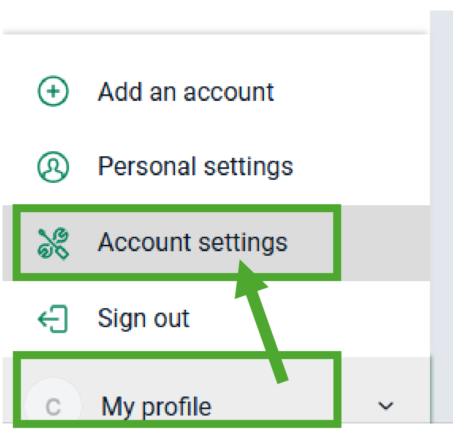
This document explains the steps to enroll in eStatements and/or notices for your Citizens Bank & Trust accounts.

Note: The enrollment must be done by a Company Administrator.

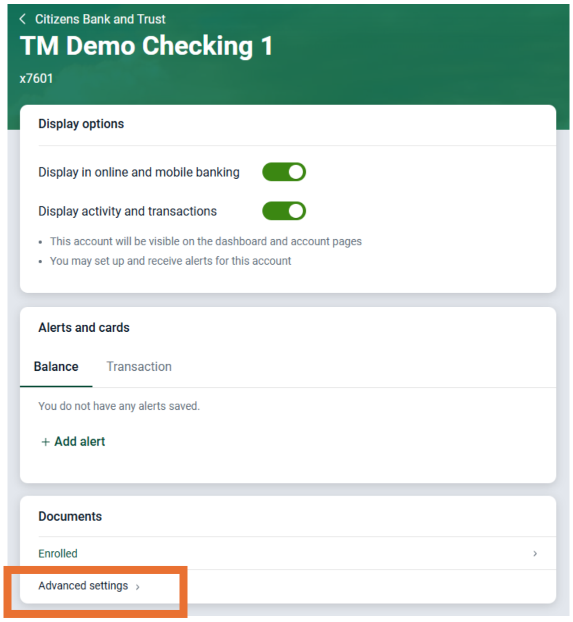
Enrolling

1. Sign on to Citizens Bank & Trust Online Banking.

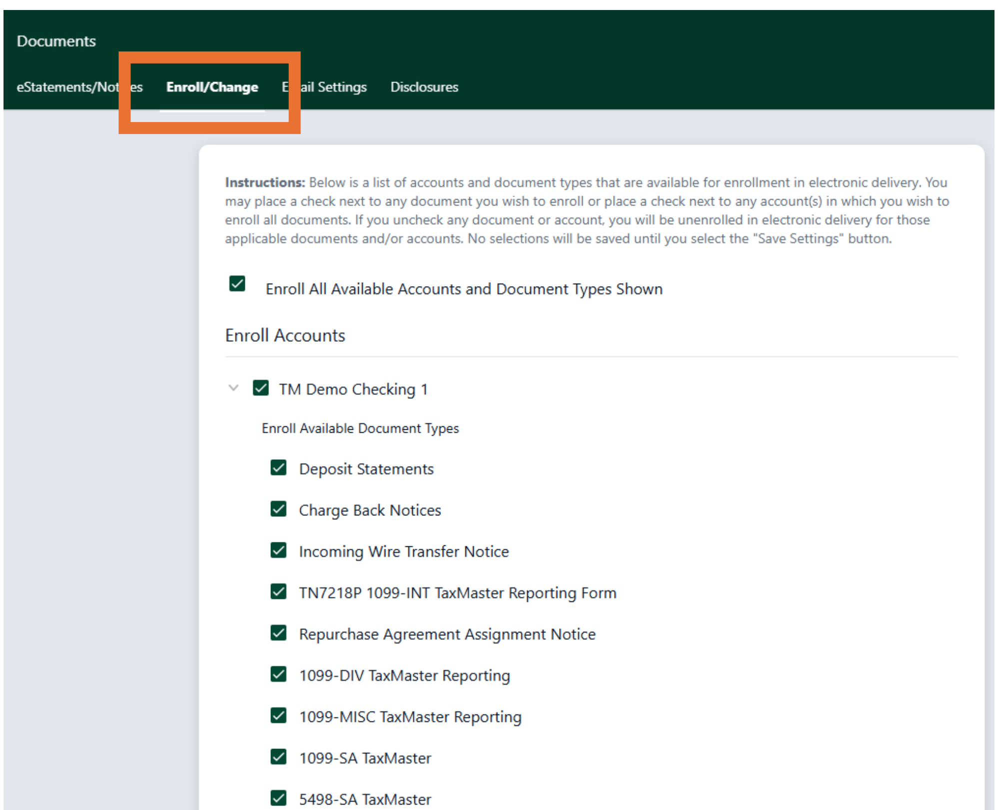
2. In the lower left-hand corner, select **My Profile | Account Settings**



3. **Select one of the accounts**, then scroll to the bottom of the next screen and select **Advanced settings.**



4. From the *Documents* page, select **Enroll/Change**.



Select **Enroll All Available Accounts and Document Types Shown** if you would like all available documents delivered electronically.

If you would like to select which documents to receive electronically, expand the account(s) and select the box next to each document.

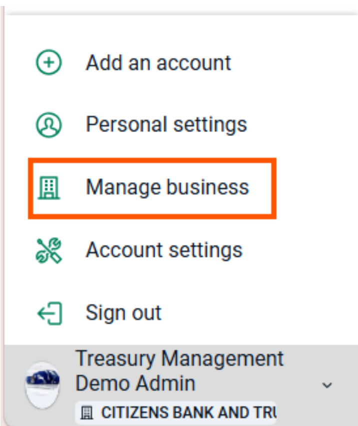
When done, select the **Save Settings** button to save the changes.

Authorizing Users to Electronic Documents

1. From the *Dashboard User Menu*, select **Manae business:**

2. Select **Users | CM Users List** from the menu.

3. In the *Select Option* drop-down for the user, select **Account Settings**



4. Select the User. Under Additional services, ensure the **eStatements/Notices** is enabled. Then, for each account the user has permission to, endure **View all documents** is enabled: