



CVNB

E-Documents User Guide

cvnb.com
1.800.999.3126

Step One

Login to your online banking account and select the **E-Documents** tab. The first time you do this, you will be presented with an enrollment screen.

Click **Details** to see which accounts and document types you can enroll. Remove the check boxes from any documents you wish to receive on paper.

There is a \$1.00 fee for all paper statements, except statements received by Classic Club Account members.

Step Two

Make sure your email address is correct. If no email is listed, you must fill one in.

Step Three

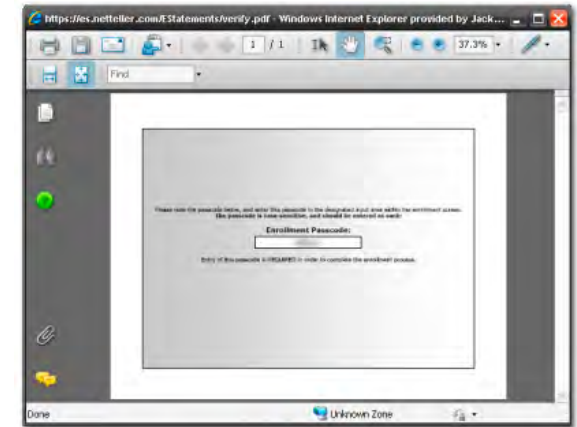
Enter a word or words that you will recognize. This will be your E-Documents security phrase. Emails from us regarding E-Documents will contain this phrase.

Step Four

This step is your key to knowing if you'll be able to read E-Document online. You must have Adobe Reader® installed on your computer to use the service.

First, click where it says **click here**. This will open an Adobe PDF document in a new window.

In the center of the PDF you will see a **passcode word**. This word is casesensitive. Make a note of the passcode.



Then return to the enrollment screen and **type the passcode into Step 4**.

Step Five

Read our terms and conditions then check the box that says **"I agree."** Finish by clicking the **submit** button.

To see a sample document, click the link in the lower right hand corner.

Confirmation

You'll receive an email from us any time you enroll, make changes or un-enroll. All emails from us regarding E-Documents will contain the security phrase you created.



Congratulations on going paperless and reducing waste!

Receiving Documents

You'll receive an email when your E-Document is ready. Sign into Online Banking to continue.

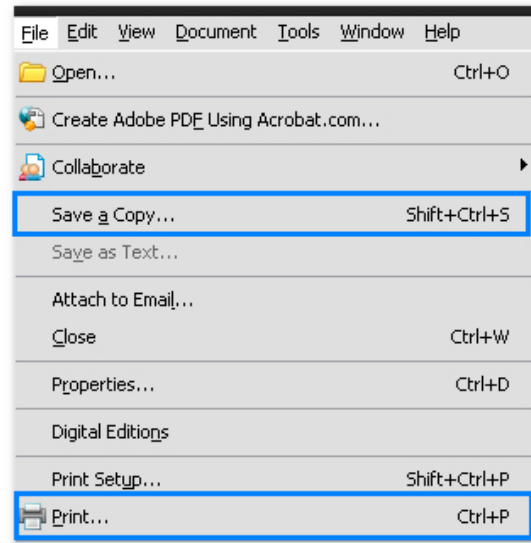
Click on the E-Documents tab for a list of documents. Toggle between accounts by using the drop-down account listing.

Statements and Notices		
View Statement/Notices For: Regular Checking		
Date	Description	View Details
07/02/2010	Account Statement July 2010	View
06/04/2010	Account Statement June 2010	View

Click **View** to open the document.

Saving and Printing

Because the E-Documents open with Adobe, you can use the Adobe toolbar to save or print.



Other Tabs

Change Email Address

Update your address or security phrase through the Email menu

Account Reconciliation

Use the Recon tab to balance your checkbook

Retention

We retain statements online for 18 months, beginning at enrollment.

Be sure to save the documents to your computer or a disk for future reference.

Security Reminders

- We will NEVER email you for personal information. Any email claiming to be the bank which requests personal data such as Social Security numbers, IDs, or passwords should not be trusted or opened
- Do not write down your password
- Use a different password for online banking than ones you use for other applications
- Always log out of your online banking session before leaving your computer