

www.cvnb.com

1.800.999.3126



Enroll for eStatements

Select the E-Documents tab from the menu bar.

The first time you click on the E-Documents tab you'll be presented with an enrollment screen.



Step 1 (optional)

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.

	Excolment			
	may choose to receive your statements and notices for your account(s) delivered via en int(s) please follow the steps outlined below:	mail and made available online through this site. To enroll your		
	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.		
	betty@aol.com			
3	Please enter a security phrase to be displayed on all valid emails	sent from this site		
	My dog has fleas			
4.	Please enter the enrollment passcode in the field immediately bel	low. To see the passcode, <u>click here</u> .		

5.	Electronic Statement(s)/Notice(s) Delivery Terms and Conditions			
	This agreement is made between you and NetTeller Education Bank and provides you statements and notices for your demand deposit account(s) by electronic delivery. The notices are called "eDocs".			
	By enrolling for eDocs, you are electing to receive your statement by email. Once enr	H-1		
	□ I agree to the listed terms.	Click <u>here</u> to see a sample docur		



Step 2

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

2. Please review the following email address. If not correct, please update it in the space shown betry@sel.com	Т	All available documents for all active accounts. <u>Details</u>
		2. Please review the following email address. If not correct, please update it in the space shown
	1	betty@aol.com
		○ Plane



Step 3

Enter a word or words that you will recognize.

This is called your E-Documents security
phrase. Emails from us regarding
E-Documents will contain this phrase.

betty@aol.com	
3. Please enter a security phra	o be displayed on all valid emails sent from this site.
My dog has fleas	
4 Please enter the enroitement	scade in the field immediately below. To see the passcode, click



Step 4

This step is your key to knowing if you'll be able to read E-Document online. You must have Adobe® Reader® 6.0 or higher installed on your computer to use the service.

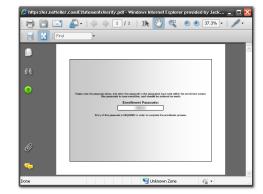
	4. Please enter th	enrollment passcode in the field immediately below. To see the passcode, <u>click here</u> .	
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First, click where it says <u>click here</u>.

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 case-sensitive.

Make a note of the passcode.



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



Step 5

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

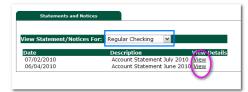
on going paperless and reducing waste!



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.

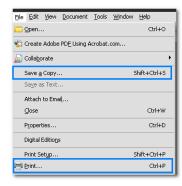


Click View to open the document.



Saving and Printing

Because the E-Documents open with Adobe, you can use the Adobe toolbar to save or print. (But you don't really want to print, do you?)





Other Tabs

Account Reconciliation

✓ Use the Recon tab to balance your checkbook

Change Email Address

✓ Update your address or security phrase through the Email menu



Retention

We retain statements online for 18 months and notices are kept for 18 months.

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



Security Reminders

- ✓ We will NEVER email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- ✓ Do not write your password down.
- ✓ Change your password frequently.
- Use a different password to access your online accounts than ones you use for other applications.
- ✓ Always exit your online banking session before leaving your computer.



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