

## **Instructions for signing up for Electronic Statements (E-Statements)**

You must currently be enrolled in Internet Banking at Mascoma Savings Bank.

1. Sign into your Internet Banking account.
2. Click on the E-Statements tab at the top of the page. This will open a new page.
3. In the Accounts and Document Enrollment section - Click on Documents and Settings and then select the accounts for which you wish to have statements sent electronically.
4. Please review the email address that appears in the box. This is where your statements will be sent. Make any necessary changes here.
5. Create a security phrase that will appear in the subject box each time your statement comes. This will help you identify that the email you receive from the Bank is legitimate.
6. Please read the Terms and Agreement and click the box next to "I agree to the listed terms".
7. Click Enroll Now.

An email will be sent to the address you provided to confirm the process. When you receive your next statement you will receive an email with the security phrase you selected as the subject. Your statement will be securely attached to that email. You can file and save your statement on your computer disk for safe keeping.