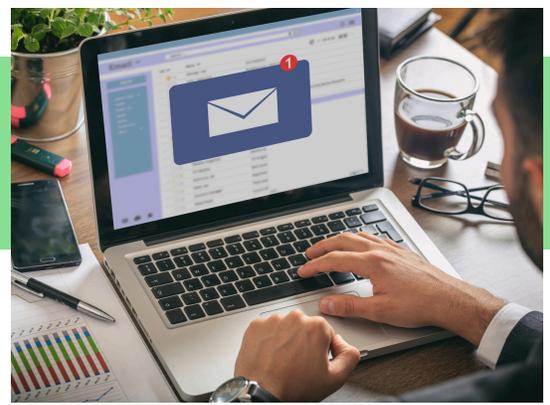


HOW TO SIGN UP FOR ESTATEMENTS TO ACCESS ONLY BY EMAIL



Self-Enrollment Instructions for Non-Online Banking Customers

Go to www.citizens-savings.com.

1. Click on **'Bank.'** Under 24/7 Digital Services, click **'eStatements.'**
2. Under *How to Setup and Access eStatements*, go to the 3rd bullet point that begins with *'For Non Online Banking Customers.'* Select **'Click HERE to sign up.'**
3. A screen appears that will ask you for a username and password. If this is your first time logging in, you will need to create one. Click on **'Account Holder Enrollment'** toward the right of the screen. *See picture below with red arrow.*

4. Enter your SSN/EIN/Access Key, your account number (no dashes needed), and your zip code. Click **'Submit.'**

5. A new screen will appear. Click on the boldfaced text that says **'PDF Document.'**

6. Once the PDF opens, copy the six digit confirmation code from the PDF and paste the code into the text box. Click **'I Agree.'**

7. All accounts eligible for eStatements will display on the page.

NOTE: All statements are selected for eStatement enrollment by default. If you want to receive a paper statement for one or more of your accounts, select the 'Paper Statement' button next to that account.

**You will be charged a \$2.00 monthly fee for paper statements beginning on 9/1/2024.*

8. Once you have verified the information is correct, click **'Next.'**
9. Enter your username and password, then confirm your password. Then, enter your email address and confirm it. Click **'Next'** and then **'Enroll.'**
10. Sign in with your username and password. You will then be asked to set up five security questions. The answer to each security question must be at least six characters. Click **'Submit.'** You can then click on **'View Statement'** or **'History'** to see your monthly bank statements.

**Kasasa account holders exempt from paper statement fees.*



07/2024

For more information or questions, contact our Deposit Operations
Dept. at 800.692.6279, Option #1, or email us at
customersupport@citizens-savings.com.

