

How to Sign Up for eStatements through CSB ONLINE BANKING

Self-Enrollment Instructions for customers using CSB Online Banking

1. Login in to your online banking account and select an account.
2. Click on the PROFILE or DOCUMENTS tab.
3. The following message displays on your screen

Warning: By using Retail Internet Banking to access eStatements, your current access will no longer be valid. Click "YES" to set up access to eStatements through Retail Internet Banking. You will access your eStatements directly through your online Banking account. Click "No" to retain your current access to eStatements via a separate login and password.

4. eStatements Enrollment – Accept the Disclosure Agreement page appears on your screen. Read the disclosure agreement and click the print link to print the disclosure.
5. Click on the underlined **eSign document** link below the agreement box. A PDF opens using a PDF viewer already installed on your computer. If the PDF will not open you will need to click the back button and download a new Adobe reader. An icon labeled "Get Adobe Reader" will be available for you.

Once the PDF opens up, **copy** the confirmation code from the PDF and **paste** it in the **eSign Confirmation Code text box** on the eStatements Enrollment – Accept Disclosure Agreement page.

6. Click on the **I AGREE** button. (If the confirmation code is not correct, a message displays under the eSign Confirmation Code text box) If the **I DISAGREE** button is clicked, enrollment stops and paper statements continue.
7. Accounts eligible for electronic statements display on the **eStatements Enrollment-Select Statement Delivery Options page**. Note: All statements are selected for enrollment by default and display in account type order.
8. If applicable, select the PAPER STATEMENT option button next to the account(s) for which a paper statement should be created.
9. Click the **NEXT** button
10. The eStatements Enrollment- User Information page displays. **CONFIRM** the information provided is accurate.
11. Click the **ENROLL** button.
12. The Statements page now displays and you are ready to receive eStatements.

For more information, please call our Deposit Operations Department at 800.692.6279, Option 1 or e-mail us at customersupport@citizens-savings.com.