

# Electronic Statements (E-Statements) User Guide

Self-Enroll



## Enroll for E-Statements

Login to NetTeller Online Banking.

Select the E-Statements tab from the menu bar.

The first time you click on the E-Statements 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.

The screenshot shows the enrollment screen with the following steps:

1. **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 below. To see the passcode, [click here](#).
5. [Electronic Statement\(s\) Notice](#)  
Electronic Statement(s) Notice(s) Delivery Terms and Conditions  
This agreement is made between you and NetTeller Education Bank and provides your request and consent to receive statements and notices for your demand deposit account(s) by electronic delivery. These electronic statements and notices are called "eDocs".  
By enrolling for eDocs, you are electing to receive your statement by email. Once enrolled, you will receive your first eDoc. I agree to the listed terms. [Click here to see a sample document.](#)



## Step 2

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

The screenshot shows the enrollment screen with the following steps:

2. Please review the following email address. If not correct, please update it in the space shown.  
betty@aol.com



## Step 3

Enter a word or words that you will recognize. This is called your E-Statement security phrase. Emails from us regarding E-Statements will contain this phrase.

The screenshot shows the enrollment screen with the following steps:

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 below. To see the passcode, [click here](#).



## Step 4

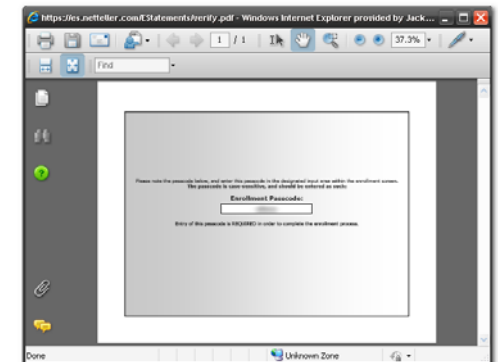
This step is your key to knowing if you'll be able to read E-Statements online. You must have Adobe® Reader® 6.0 or higher installed on your computer to use the service.

The screenshot shows the enrollment screen with the following step:

4. Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).

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 case-sensitive. Make a note of the passcode.



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

# Farmers Bank

FARMERS TRUST & SAVINGS BANK

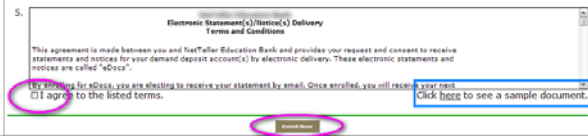
125 W 4<sup>th</sup> St | Spencer, IA 51301

farmerstrust.com

Member FDIC

## 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 statement, click the link in the lower right hand corner.

## Confirmation

You'll receive an email from us any time you enroll or un-enroll.

All emails from us regarding E-Statements will contain the security phrase you created.



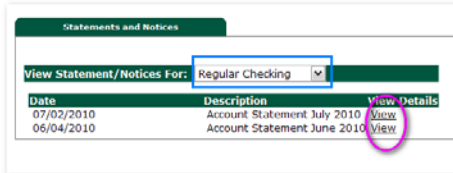
**CONGRATULATIONS**

on going paperless  
and reducing waste!

## Receiving Documents

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

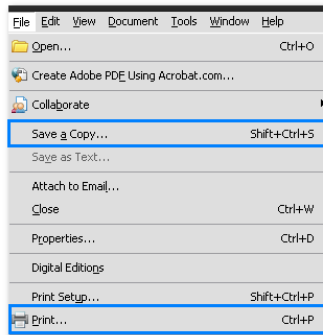
Click on the E-Statements tab for a list of documents. Toggle between accounts by using the drop-down account listing.



Click **View** to open the document.

## Saving and Printing

Because the statements 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 90 days and notices are kept for 30 days.

Be sure to save the statements (not just the emails) 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.

# Farmers Bank

FARMERS TRUST & SAVINGS BANK

125 W 4<sup>th</sup> St. | Spencer, IA 51301  
712-262-3340 | 800-249-3340  
farmerstrust.com  
Member FDIC