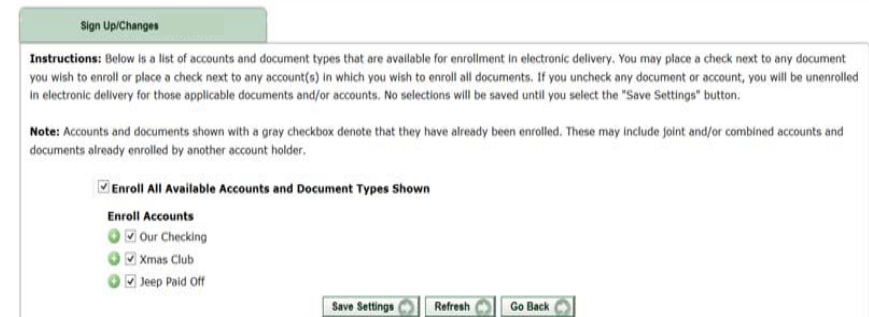
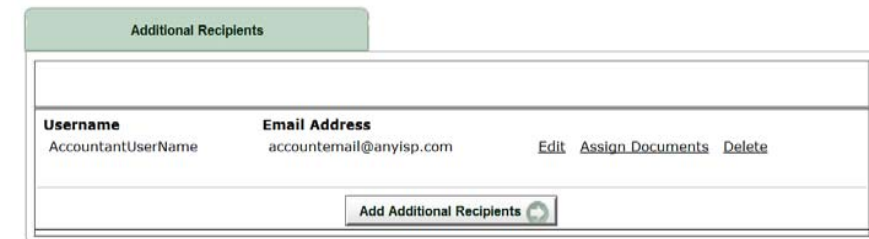
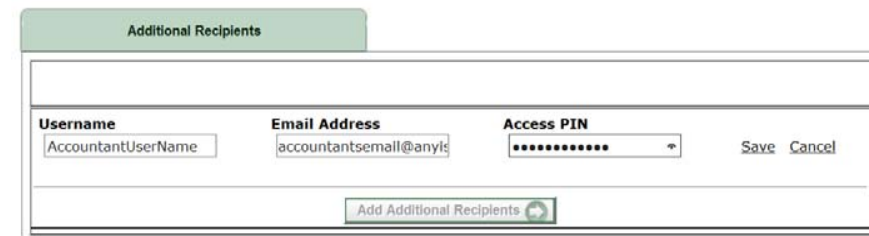
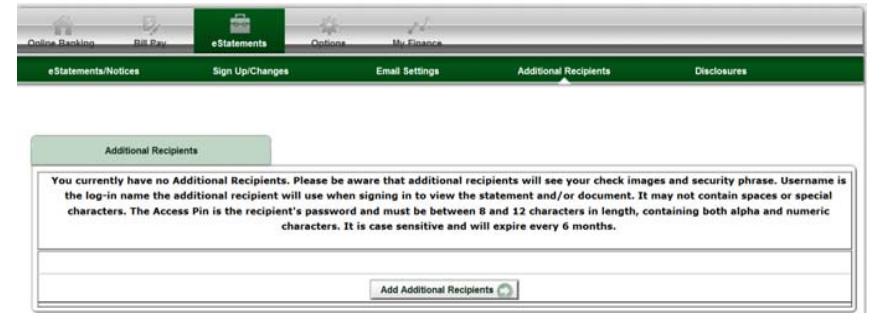




# Enrolling Additional eStatement Recipients

Enrolling Additional eStatement Recipients is free and easy. Follow these simple steps:

- 1) Log into your SMB&T Online Banking.
  - **Please Note:** You must be enrolled in both Online Banking and eStatements prior to setting up an additional recipient.
- 2) Click on the “eStatements” tab located in the gray toolbar.
- 3) Click on “Additional Recipients” in the green toolbar.
- 4) Click on “Add Additional Recipients”.
- 5) Choose and enter a Username for your additional recipient to access your SMB&T eStatements.
  - **Please Note:** This should not be your own Online Banking ID – it should be unique for your additional recipient.
- 6) Enter your additional recipient’s email address.
- 7) Enter an Access PIN for your recipient to use.
  - **Please Note:** PINs should be easy to remember, but as secure as possible. Secure PINs should consist of letters, numbers and special characters.
- 8) Click “Save”.
- 9) Click “Assign Documents”.
- 10) Place a checkmark in the box next to each account nickname to which the additional recipient should have access to.
- 11) Click “Save Settings”.
- 12) You will be prompted to accept the terms and conditions for the eStatements Additional Recipients service. Click “I agree”.
- 13) The page will refresh back to the Sign Up/Changes screen.





# How To Retrieve Additional Recipient's eStatements

Retrieving an additional recipient's eStatement is easy. Follow these simple steps:

When an eStatement is produced, the additional recipient will receive an email at the email address used during the setup of the additional recipient access.

- 1) Open the email and click on the attachment within the message. It will be labeled as "Enhanced Statements...".
- 2) Follow the email provider's instructions for **downloading** an attachment.
  - **Please Note:** You must download the attachment to access the statement. The View option will only allow you to view the secure login screen.
- 3) Once downloaded, open the statement by double clicking on it.
  - **Please Note:** Most computers will automatically put downloaded items into the Download folder unless you specify differently.

The PDF will open and you will be requested to enter the Username and Password that the owner created for you.

- 4) Enter the information and click Login.
  - **Please Note:** You may get a security warning stating that the document is trying to connect to NetTeller. You must click Allow to view the statement.
  - Also click on the box next to "Remember this action for this site for all PDF documents". This will keep the popup from opening for all future statements sent by SMB&T.

The PDF will authenticate the username and password. After this, you will receive a white window stating there is an Embedded Secure Document.

- 5) Double click on the pushpin image.
  - When the PDF opens you will see all attachments, including statement inserts and check images.
- 6) You can now save this PDF to your computer. When opening the saved versions on your computer, you will **not** be required to enter the username and password again.

A sample email is shown below. **Please Note:** Each email is unique to the email provider's website. Follow their instructions for downloading the attachment.

