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HOW TO ENROLL FOR ESTATEMENTS

The CIBM Bank Digital Banking system permits users to enroll eligible accounts for eStatement delivery. To enroll for eStatements, log into your Digital Banking at <u>www.cibmbank.com</u>.



Once the landing page is loaded, click on any account that will be enrolled for eStatements

🗄 Dashboard
Messages
C Accounts
₽ Transfers
▲ Remote deposits
🛐 Payments 🗸 🗸
📕 Cash Management
Business RDC
③ Support



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Then, once in the account, click in the Settings button on the right.

CL LN 8793 ~ 8793 - © Past due					Ţ	\$0.16 Balance
Transactions	.¥ @ Q	\$	B		τ ^ζ	同
PRINCIPAL DRAW Jun 27	\$0.15 \$0.16	Transfer	eStatements	Alert preferences	Settings	Attach to a conversation
40038793 TEST PRIN PAYDOWN Jun 21	-\$3.61 \$0.01	Next pay \$3.02	yment due S	ep 30		Pay
UNSCHEDULED PRINCIPAL REDUCTION Jun 21	-\$1.23 \$3.62	Details				

Once in the settings screen, scroll to the bottom under eStatements and click on the > to the right of Enrolled (if any accounts are already enrolled) or Not Enrolled (if no accounts are enrolled)

Display options		
Display in online and m	nobile banking	
Display activity and tra	nsactions	
This account will be visYou may set up and rec	ible on the dashboard and account pages eive alerts for this account	
Alerts and cards		
Balance Transactio	'n	
You do not have any alerts	s saved.	
+ Add alert		



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Any eligible accounts will be listed and the box to enroll them will already be checked. If there are any accounts that you do not wish to enroll, uncheck the box. To save the enrollment selection, click "SAVE"

<	eStatements
	eStatements Go Paperless with your Statements!
Notify at	KRISTEN.MEREDITH@CIBMBANK.COM
Accounts to enroll	
DADDY CK 2244 (x2	2244)
	Save
(\checkmark
You can undate thes	Updated
	Ok



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Once the enrollment is complete, statements and all available notices will begin to generate as electronic documents going forward from the date of enrollment. Paper statements and notices will no longer be mailed.

To view the statement and notice types that will generate, now that the account is enrolled. Click on Settings again and then Advanced Settings under eStatements.

							94.0 Available
Transactions	<u> </u>	Ð	Q	\$	B		
TEST240822 MOMMA PPD \CODS Aug 23			\$1.50 \$4.00		eStatements	Stop payments	Alert preference
CHECK 102 Aug 22 🔀			\$1.50 \$5.50	Settings	Attach to a conversation		
x2244 Display options Display in online and mobile banking	g Grad	0					
 This account will be visible on the dash You may set up and receive alerts for the dash 	hboard and his account	accou t	nt pages				
Alerts and cards Balance Transaction							
You do not have any alerts saved. + Add alert							
eStatements						1	



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Click non the "Sign Up/ Changes" tab.

Documents				
eStatements/Notices	Sign Up/Changes	Email Settings	Additional Recipients	Disclosures
Account(s)	De	ocument Type	Date Range	_
DADDY CK 2244	· · · · · · · · · · · · · · · · · · ·	All 🔻	Most Recent 🔻	Filter

Then click on the > to the left of the account to view the document types (i.e. statements, notices, etc...)

Docur	nents				
eStater	ments/Notices	Sign Up/Changes	Email Settings	Additional Recipients	Disclosures
	Instructions: I may place a ch enroll all docu applicable doc Enroll Acco	Below is a list of account neck next to any docurn ments. If you uncheck cuments and/or account All Available Accourn unts	Changes have ints and documen ment you wish to e any document or nts. No selections ints and Docume	e been successfully saved. t types that are available f enroll or place a check ner account, you will be uner will be saved until you sel ent Types Shown	for enrollment in electronic delivery. You xt to any account(s) in which you wish to prolled in electronic delivery for those lect the "Save Settings" button.
	> 🗹 DAD	DY SV 5414			
	> 🗹 DAD	DY CK 2244			
	Expand to s	show available docume	nts for ESI enrollme	ent	
			Save Se	ettings Refresh	



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The list will then display for the documents enrolled. If there are any that you wish to have sent via US Postal Service instead of through eStatements, uncheck the box and then click on "Save Settings".



The enrollment for eStatements would now be complete.



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FOR ACCOUNTS <u>ALREADY</u> ENROLLED – ENABLING ADDIONTAL STATEMENT OR DOCUMENT TYPES FOR ELECTRONIC DELIVERY

For those accounts that were previously enrolled for eStatements, any statement or notices (not already enabled) will need to be selected for it to generate with your eStatements and notices. If it is not selected, the statement/notices will be generated and mailed via US Postal Service.

To select the statement/notice, click on the loan to view the account details from your landing page.

	1.5.1			
☐ Dashboard	Hi there!			к
Messages				
C Accounts	Accounts			
🔁 Transfers	bptest 7146 x7146	\$7.00 CAA 4784 Available x4784	\$6.50 Daddy Available x2244	\$4.00 Available
ک Remote deposits	CL LN 8793	\$0.16 RE LN 8222	\$9.43	
🛐 Payments 🗸 🗸	x8793 Past due	Balance x8222 Past due	Balance	
📗 Cash Management				
🖻 Business RDC	Transfer Pay a bill Pay a person	on Message eStatements		
③ Support				
	Transactions	Q	Messages	土
	DEBIT MEMO	\$2,234.67	CIBM Bank, TERESA KEEN	Dec 19, 2023

Then, once the account is loaded, click in the Settings button on the right.

L LN 8793 ~ 93 - © Past due							\$0.16 Balance
Transactions	<u>+</u>	同 Q	¢	B		\$	
PRINCIPAL DRAW Jun 27		\$0.15 \$0.16	Transfer	eStatements	Alert preferences	Settings	Attach to a conversation
40038793 TEST PRIN PAYDOWN Jun 21		- \$3.61 \$0.01	Next pa \$3.02	yment due S	ep 30		Pay
UNSCHEDULED PRINCIPAL REDUCTION		-\$1.23					



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Once in the settings screen, scroll to the bottom under eStatements and click on the "Advanced Settings"

	puons
Display ir	online and mobile banking
Display a	ctivity and transactions
 This acc You may 	ount will be visible on the dashboard and account pages v set up and receive alerts for this account
Alerts an	d cards
Balance	Transaction
You do not	have any alerts saved.
+ Add a	ert



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Then click on the > to the right of the account(s) you wish to enable the statement or notice for.

ocuments	Sinn IIn //hances Email Sattings Additional Baciniants Disclosures
istratements/Notices	
	Instructions: Below is a list of accounts and document types that are available for enrollment in electronic delivery. You may place a check next to any document you wish to enroll or place a check next to any account(s) in which you wish to enroll all documents. If you uncheck any document or account, you will be unenrolled in electronic delivery for those applicable documents and/or accounts. No selections will be saved until you select the "Save Settings" button.
	Enroll All Available Accounts and Document Types Shown
	Enroll Accounts
	> 🗹 bptest 7146
	> 🗹 CAA 4784
	> 🗹 Daddy
	> 🗹 CL LN 8793
	> 🗹 RE LN 8222
	Save Settings Refresh

Lastly, check the box next to any document that is not already enrolled, as shown below. Click on Save Settings and any future statements or selected document for the loan/account will now generate as an eStatement.

CL LN 8793
Enroll Available Document Types
Automated Funds Transfer Notice
✓ Loan Billing Notice
1098 Interest Form
Credit Line Statement
Loan Billing Statement (Non-Payment Code 6 Loans)
Home Equity Line of Credit
✓ Notice of Address Change-New
Notice of Address Change-Previous Address)
Mortgage Statement
> 🗹 RE LN 8222
Save Settings Refresh

EQUAL HOUSING LENDER. MEMBER FDIC.