

SIGNING UP TO RECEIVE E-STATEMENTS

- 1) MAKE SURE YOU ARE SIGNED UP FOR ON LINE BANKING. IF NOT, HAVE A CREDIT UNION REPRESENTATIVE SIGN YOU UP. YOU MUST GIVE AN ACCURATE E-MAIL ADDRESS.
- 2) FROM THE INTERNET ENTER OUR WEBSITE AT WWW.PIEDMONTHOSPITALFCU.ORG
- 3) ONCE YOU HAVE LOGGED INTO ONLINE BANKING USING YOUR MEMBER NUMBER AND PASSWORD YOU WILL SEE AN ACCOUNT OVERVIEW. CLICK ON THE ACCOUNTS TAB AT THE TOP LEFT.
- 4) A DROP DOWN BOX WILL APPEAR. CLICK ON THE LAST ITEM "ACCOUNT STATEMENTS"
- 5) THIS WILL BRING YOU TO A PAGE WHERE YOU WILL ACCEPT THE TERMS. MAKE SURE YOUR E-MAIL ADDRESS IS CORRECT ON THIS PAGE AND THEN CLICK ACCEPT. THIS WILL TAKE YOU TO A SCREEN WHERE YOU CAN CHOOSE TO VIEW YOUR STATEMENTS.
- 6) YOU WILL RECEIVE AN E-MAIL CONFIRMING YOUR ACCEPTANCE OF E-STATEMENTS.
- 7) EVERY TIME NEW STATEMENTS ARE AVAILABLE FOR VIEWING YOU WILL BE NOTIFIED BY E-MAIL.
- 8) YOUR STATEMENT WILL BE AVAILABLE IN PDF VERSION FOR EASE OF PRINTING.
- 9) THE SYSTEM HOLDS THREE MONTHS OF STATEMENTS AT ALL TIMES.
- 10) IF AT ANYTIME YOU WOULD LIKE TO GO BACK AND LOOK AT A STATEMENT, YOU LOG INTO ONLINE BANKING, CLICK ON ACCOUNTS>ACCOUNT STATEMENTS. THIS WILL TAKE YOU TO THE E-STATEMENT SCREEN WHERE YOU CAN CLICK ON THE MONTH YOU WOULD LIKE TO VIEW. YOU MAY ALSO CLICK ON THE IMPORTANT INFORMATION TAB TO VIEW OUR NEWSLETTERS OR OTHER DOCUMENTS OF IMPORTANCE. IN ADDITION THERE IS A BACK OF STATEMENT TAB IF YOU WOULD LIKE TO PRINT OUT YOUR BILLING RIGHTS OR AN ACCOUNT RECONCILEMENT FORM.

**WE APPRECIATE YOUR WILLINGNESS TO JOIN WITH US
IN THIS INITIATIVE TO GO GREEN BY GOING PAPERLESS**