

# eDoc Process and Enrollment

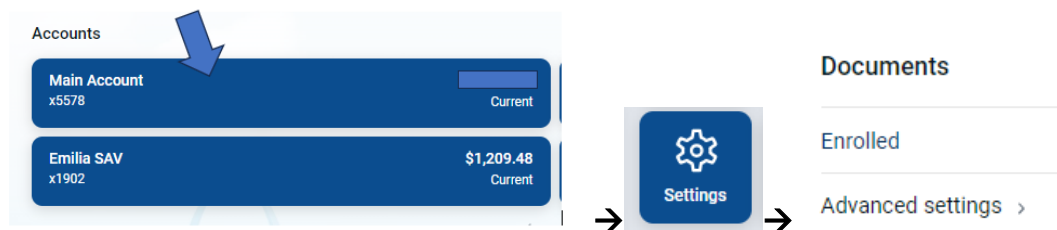
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## Purpose

The purpose of this procedure is to outline the process to enroll a customer into eDocs as well as locate electronic documents within online banking and mobile banking.

## Procedure

1. To **enroll** an account into eDocs, simply navigate to the specific account tile, click the settings icon, and scroll to Documents.



2. Click Advanced settings to access the following;
  - a. View documents and notices
  - b. Sign up or make changes to enrollment
  - c. Update email settings
  - d. Add additional recipients
3. To view electronic statements, simply click the document tile. Here you can sort by account, type (taxes, statements, notices) or year.

