



Click on the new ES tab and follow these steps to re-enroll in eStatements:

- Select Details to view all enrolled notices and statements.

By default, all document types are selected for all accounts. You can deselect documents to unenroll from them.

- Verify the email address shown.

If you update the email address here, the change carries through to the email address listed on the NetTeller ID at the financial institution.

- Enter a personal security phrase that is unique to you.

This phrase appears on ESI enrollment and notification emails from the financial institution, along with the PDF login shell, if applicable. The security phrase is used to assure content containing this information is legitimately from your financial institution.

- Select [click here](#) to enable your PDF reader, and then enter the Enrollment Verification Passcode into the enrollment field.

TIP: The passcode is case-sensitive. The passcode verifies that you can view ESI documents in a PDF format using the current or last previous version of Adobe Reader®. If you are unable to view this passcode, update your PDF reader software and try again.

- Scroll through the agreement and then click in the agreement check box before selecting Enroll Now.

- Select OK within the enrollment confirmation window to complete the process. A confirmation email is also generated.

Note: Users may add additional recipients of any statement, but they will also see your check images and security phrase. To add an additional recipient, click on Additional Recipient and follow the steps. Username is the log-in name the additional recipient will use when signing in to view the statement and/or document. It may not contain spaces or special characters. The Access Pin is the recipient's password and must be between 8 and 12 characters in length, containing both alpha and numeric characters. It is case sensitive and will expire every 6 months.