E-Statements
Instruction Guide

Self-Enrolling
Step 1: Select the **E-Statements** tab from the menu bar.
*The first time you click on the E-Statements tab, you'll be presented with an enrollment screen.
Step 2: Checkmark the available documents/notices you would like to be delivered via email for each account. You will receive any documents/notices without checks on paper.
Step 3: Review email address for accuracy. Correct if inaccurate.
Step 4: Read the "Terms and Conditions", then check the box that says "I agree to the listed terms."
Step 5: Click **Enroll Now**.

You will receive an email from First Bank & Trust Co. any time you enroll or un-enroll from electronic documents/notices.

Receiving Documents
You will receive an email when your E-Statement is ready to view.
- Click on the attachment
- Enter your E-Banker login credentials
- Your E-Statement will open with Adobe

Retention
E-Statements are retained online for 18 months.
Electronic notices are kept for 30 days.

Email Settings
You can change the email in which your documents/notices will be sent to at any time by going to **Email Settings** under the E-Statements tab.

Security Reminders
- We will NEVER email you requesting your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- Do not write down your password(s).
- Change your password(s) frequently.
- Use a different password to access your online accounts other than the ones you use for other applications.
- Always exit your online banking session before leaving your computer.