

## How To Enroll:

1. Login to your online banking account at [www.pbmbank.com](http://www.pbmbank.com)
2. Click on the “e-Statement” tab
3. Follow the instructions on the screen.
  - Under “Account(s) and Document Enrollment,” click “Details” to view the accounts available for enrollment. All checked ones will be enrolled.
  - Enter your email address
  - Enter a security phrase. This phrase is displayed on ALL correspondence with Electronic statements/notices
  - Enter the enrollment passcode ‘eDocs.’  
Read the “Electronic Statement(s)/Notice(s) Delivery Terms and Conditions.” To agree, check “I agree to the listed terms.”
  - A confirmation email will be sent to you

**Congratulations you’re now enrolled in e-Statements!**

**\*\*Adobe Acrobat Reader is required to view eStatements.**

## Viewing Your Statements:

**When your statement is ready to view, you will receive an email notification. Click on the link within the email to login to your online banking account. Once you’re logged in, click on the e-Statement tab, from there you can select the account you want to view the statement for by clicking “view.”**

**\*\*Make sure you save your statement to your computer. e-Statements are available online for 18 months.**