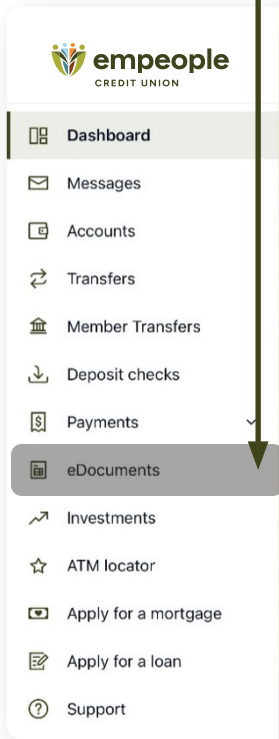




## eDOCUMENTS

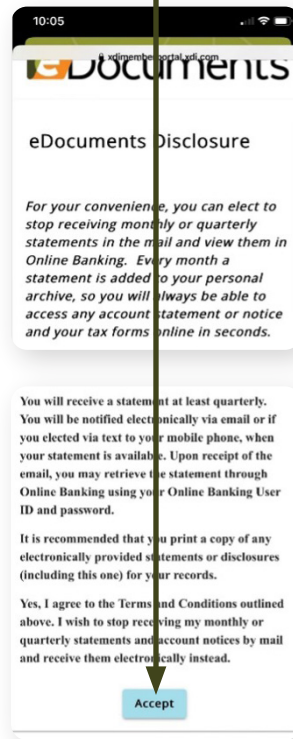
1. Select **eDocuments** in the left navigation bar, and you will be taken to an external site to sign up.

**Tip:** Right-click to open a new tab.



2. An **eDocuments Disclosure** is presented.

Select **Accept**

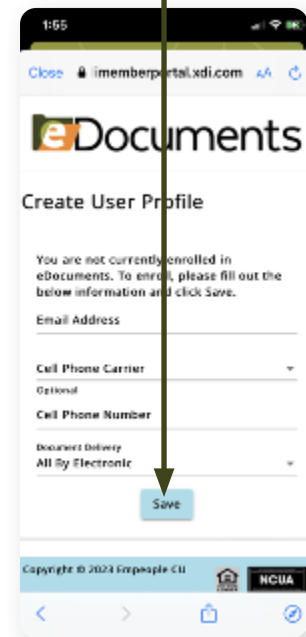


3. Set up your **User Profile**:

- Email address
- Cell Phone Carrier
- Cell Phone Number
- Document Delivery method

Select **Save**

You are all set up!



Under **Document List**, You can access Account Statements, Mortgage Statements, and Tax forms. After selecting the document, you can view and print it if needed.

Document List My Profile Accepted Disclosures User Management Log Out

### eStatement

Show 1 Hidden eStatement

Date	Name	Status	Last Viewed	Will Be Deleted On
4/30/21	Account Statement	Viewed	5/17/21	8/3/22
4/23/21	Mortgage Statement	New		4/24/23
3/31/21	Account Statement	New		7/4/22
3/18/21	Mortgage Statement	New		3/19/23
2/28/21	Account Statement	New		6/3/22
2/18/21	Mortgage Statement	New		2/19/23
1/31/21	Account Statement	New		5/5/22
12/31/20	Account Statement	New		4/5/22
11/30/20	Account Statement	New		3/5/22
10/31/20	Account Statement	New		2/3/22
9/30/20	Account Statement	New		1/3/22
8/31/20	Account Statement	New		12/4/21

Items per page: 12 1 - 12 of 21

### eTax Form

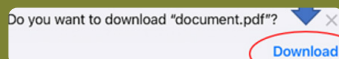
Show 2 Hidden eTax Forms

Date	Name	Status	Last Viewed	Will Be Deleted On
1/28/21	1099-SA	New		1/29/23
1/20/21	1099-INT	Viewed	1/27/21	1/21/23
6/5/20	5498-SA	Viewed	10/15/20	6/5/22

### PRINTING eSTATEMENTS WHEN USING SAFARI ON THE IPAD

- Once in the statement view, rotate the device from landscape view to portrait view, then back to landscape view.
- To print all pages, simply click on the **paper icon with a down arrow** in the right-hand corner of the gray bar surrounding the statement on your screen.
- It will then prompt members by asking if they want to download the PDF.

- When prompted, click on Download, this will **download the PDF** file.



- To view the downloaded document, click on the **down arrow with a circle in the white section in the top right-hand corner.**
- This will open the document with all pages.
- To print from this view, click on the **blue box with the up arrow in the top right-hand corner** of the screen.