



E-STATEMENT ENROLLMENT

Receive your monthly statements electronically when you enroll in Online Banking E-Statements. Learn how to get started.

1 Set up enrollment.

- Log into your BCU Online Banking account.
- Click on the **“More”** widget (Located at the bottom of the widget column on the left side of the dashboard).
- Choose the **“E-Documents”** widget.
- Expand the **“Subscription Settings”** banner by clicking the down arrow.
- Click on the gear icon next to the statement type that you would like to enroll in.
- Select the online option for the membership that you want to enroll in E-Statements and then press **“Continue”**.
- Read the disclosure and choose **“I Agree”**.

2 Verify PDF access on your computer to complete enrollment.

- Click on **“Open PDF”**.
- Copy and paste, or type, the code in the text box after exiting the PDF.

3 Confirm enrollment.

- In the Subscription Settings dropdown, you should see a **“1”** displayed next to the digital icon for the statement type you have enrolled in.
- You can now view your statement(s) online!

4 View your E-Statements.

- Go to the E-Documents widget.
- Click on the **“Statements”** tab.
 - If you have more than one membership, you may have to choose the membership you want to view statements from in the member ID dropdown.
- Click on the link for the desired time period of the statement you wish to view.