

## Switch to Electronic Statements in Minutes

Enrolling in electronic statements is quick and easy. When you switch to paperless, your statements are delivered securely through Online Banking, eliminating the need to store or manage paper copies. You can view, download, and print your statements anytime, right from your account—making recordkeeping simple and convenient.

### Getting Started

1. Log into your **Online Banking** account.
2. From the **Dashboard**, select **Electronic Statements**
3. Choose Your Accounts
  - Click **Signup/Changes**
    - A **list of your accounts** will appear showing the account name and last four digits of each account number.
    - Select the accounts you would like to enroll in electronic statements and click **Save Settings**.
4. Review and agree to the **Digital Services Agreement**.
5. **Add Additional Recipients (Optional)**
  - You may add additional recipients who should receive notifications when statements are available.
    - **Create Access Information**
    - Enter the following and click **Save**.
      - Username
      - Email Address
      - Access PIN

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### Important Information

Each account can receive **either paper statements or electronic statements, but not both**.

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### Helpful Tip

You will receive an email notification whenever a new statement is available in Online Banking.

**Need help enrolling?** Contact your local BankNorth branch and we'll be happy to assist you.