



www.newmarketbank.com

952.469.1600



Select the eStatements tab from the menu bar.

The first time you click on the eStatements tab you'll be presented with an enrollment screen.

Step 1 (optional)

Click **Details** to see which accounts and document types you can enroll.

Remove the check boxes from any documents you wish to receive on paper.

	Esroliment
	choose to receive your statements and notices for your account(s) delivered via email and made available online through this site. To enroll your (s) please follow the steps outlined below:
1. 8	ccount(s) and Document Enrollment
	All available documents for all active accounts. Details
2. P	lease review the following email address. If not correct, please update it in the space shown.
be	atty@aol.com
3. P	lease enter a security phrase to be displayed on all valid emails sent from this site.
м	y dog has fleas
4. P	lease enter the enrollment passcode in the field immediately below. To see the passcode, <u>click here</u> .
*	***
5. [Electronic Statement (a) Nation (a) Nationary
	Electronic Statement(s)/Notice(s) Delivery Terms and Conditions
1	his agreement is made between you and NetTeller Education Bank and provides your request and consent to receive azements and notices for your demand deposit account(s) by electronic delivery. These electronic atstements and otices are called "ADocs".
	ly enrolling for eDocs, you are electing to receive your statement by email. Once enrolled, you will receive your next 🐨 11 agree to the listed terms. Click here to see a sample document.
	Enrol Now
	Step 2
M	ake sure your email address is correct. If no email is listed, you must fill one in.
2.	All available documents for all active accounts, <u>petails</u> Please review the following email address. If not correct, please update it in the space shown
-	betty@sol.com



Step 3

Enter a word or words that you will recognize. This is called your eStatement security phrase. Emails from us regarding eStatements will contain this phrase.

Please enter a security phrase to be displayed on all valid emails sent from this site.
 My dog has flats
 Please enter the enroliment passcode is the field immediately below. To see the passcode,

Step 4

This step is your key to knowing if you'll be able to read eStatements online. You must have Adobe[®] Reader[®] 6.0 or higher installed on your computer to use the service.

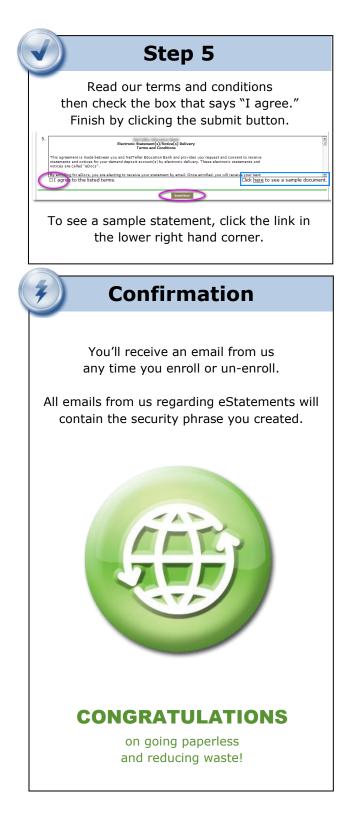
Please enter the enrollment passcode in the field immediately below. To see the passcode, <u>click here</u>.

First, click where it says <u>click here</u>. This will open an Adobe PDF document in a new window.

In the center of the PDF you will see a passcode word. This word is case-sensitive. Make a note of the passcode.

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Then return to the enrollment screen and type the passcode into Step 4.



Bosolying Desuments
Receiving Documents
You'll receive an email when your eStatement is ready. Click on the attachment to open it.
To: ● Gretchen Kaufman CC Stüdect: Tour statement Go Jayihaväst Mitesage ● Account Statement May 2009 pdf (668 KB) Vour Education Bank Statement Is attached.
Login Shell
Make sure you see your security phrase. Enter your NetTeller ID and password.
Saving and Printing
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Digital Editions
Print Setup Shift+Ctrl+P
Other Tabs
Account Reconciliation
 ✓ Use the Recon tab to balance your checkbook
 Change Email Address ✓ Update your address or security phrase through the Email menu



Retention

We retain statements online for up to 12 months and notices are kept for 30 days.

Be sure to save the statements to your computer or to another secure place for future reference.



Security Reminders

- We will NEVER email you for 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 your password down.
- ✓ Change your password frequently.
- ✓ Use a different password to access your online accounts than ones you use for other applications.
- ✓ Always exit your online banking session before leaving your computer.



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