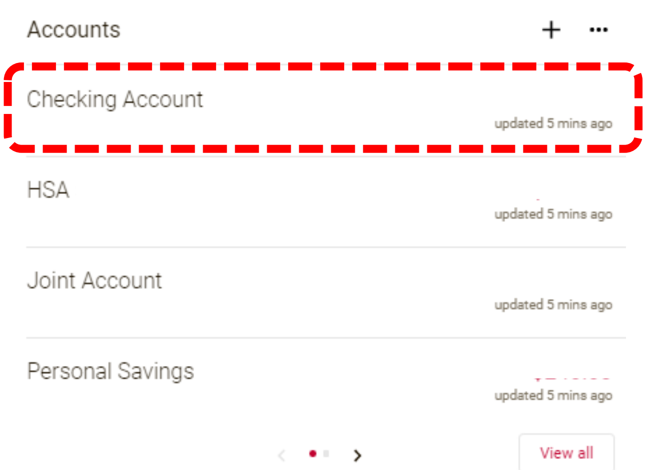
Enrolling in eStatements & Adding Additional Recipients

View eStatements

When a new statement is available, you will receive an email with an attached PDFShell (seen below) with a login portal to view your eStatement. You will sign in using your online banking credentials. Your documents will display upon login. *Please note your "Security Text", referred to below, is listed in Email Settings on the Documents Tab in online banking.

You may access your eStatements without the login portal with the following:
Log in to online banking. In the Dashboard, click any account.



Click "Documents" from the menu options on the side of your screen.

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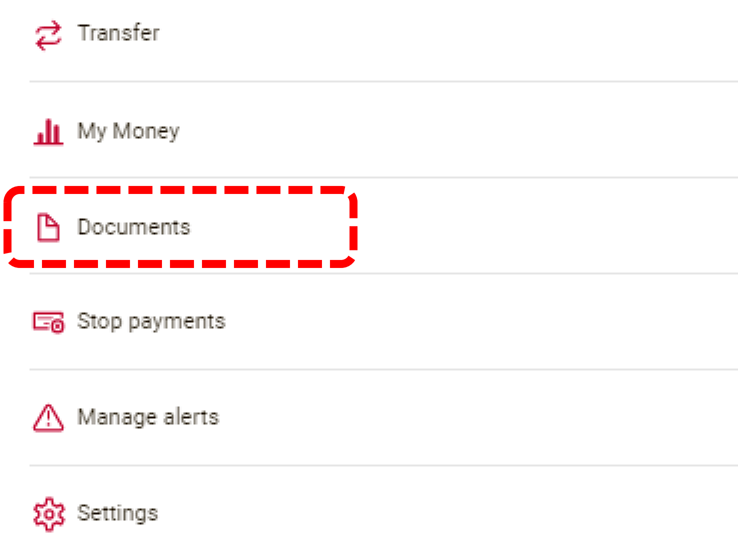
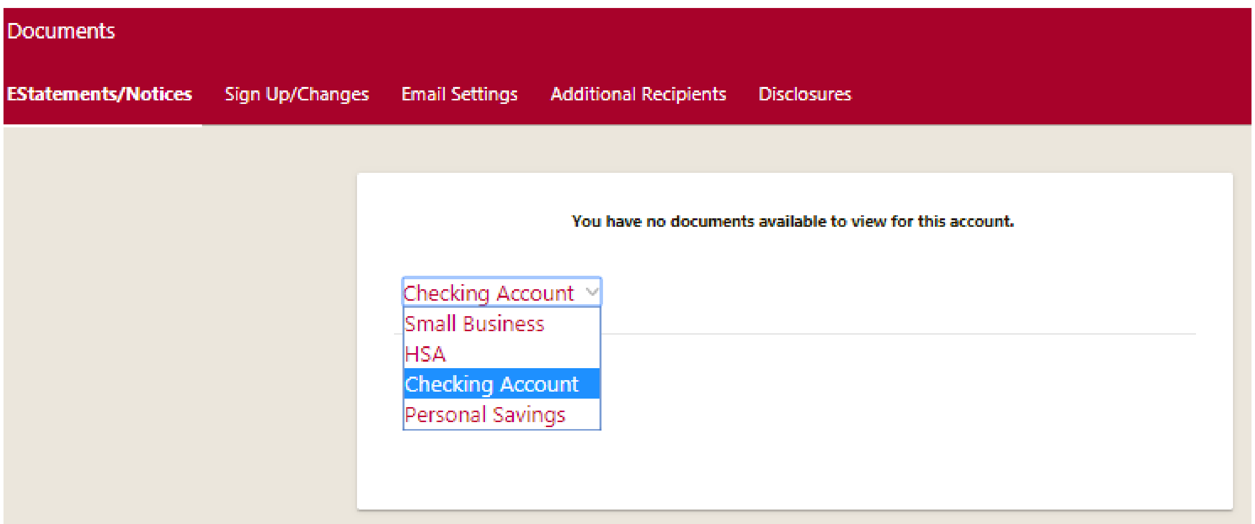


A drop-down menu with enrolled accounts will show. If the account is not showing, make sure you are enrolled in eStatements. Select the account you would like to view.



If you are trying to view a statement on an account you are not the primary on, it will not be located here. You will need to have the primary account holder register you as an additional recipient. You will be emailed a link when statements are available to view. Please refer to the *Add Additional Recipients at the end of this document for instructions.*

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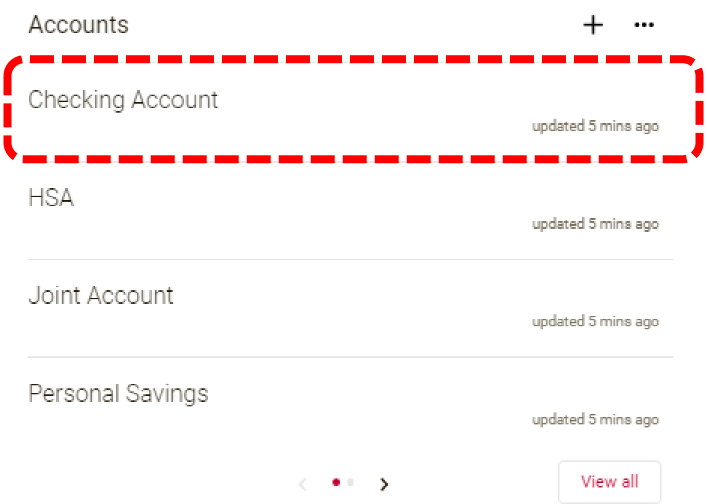
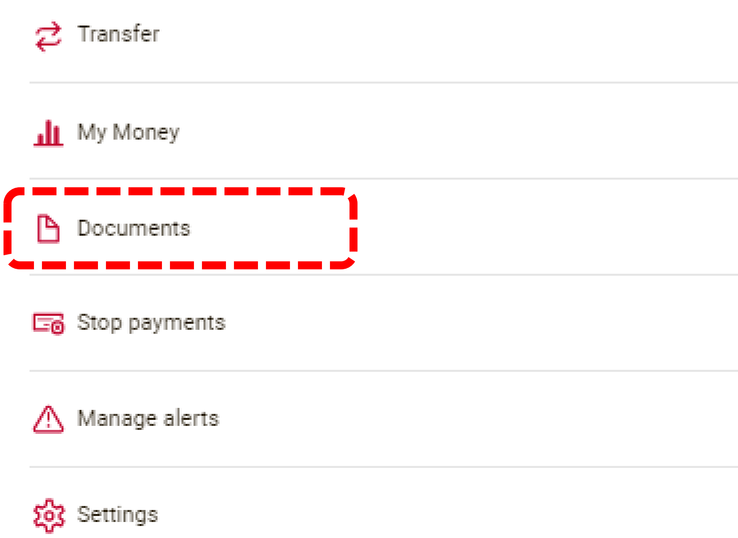
Enrolling in Estatements

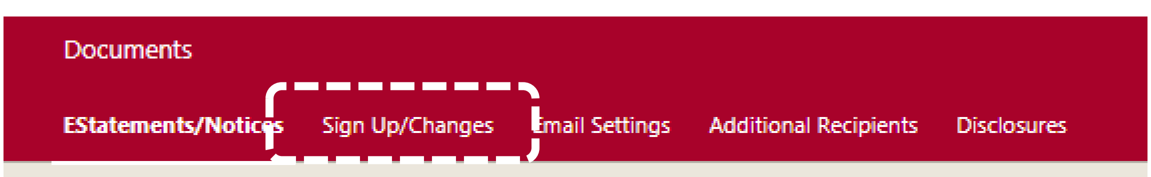
Log in to online banking. In the Dashboard, click any account.



Click "Documents" from the menu options.



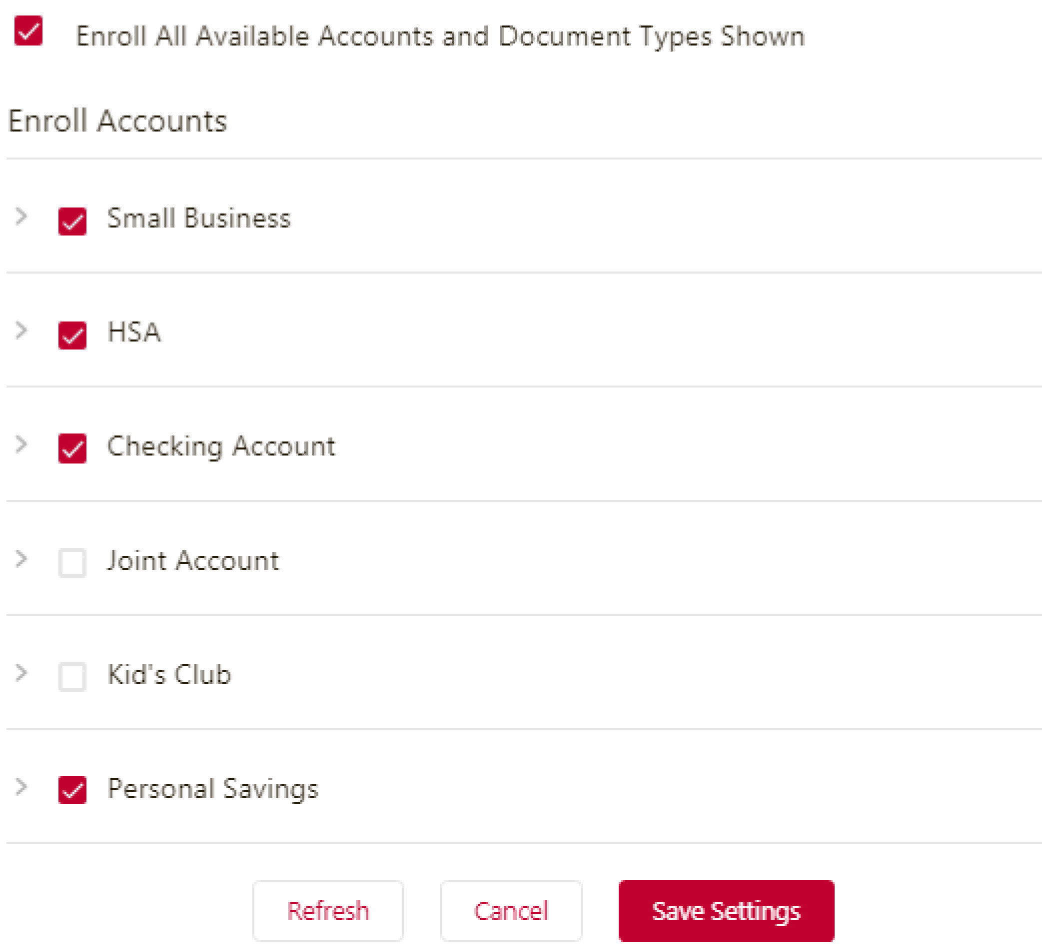
To Sign up, click "Sign Up/ Changes" in the top menu bar.



Enrolling in eStatements & Adding Additional Recipients

All accounts in your name will be listed. If you are unable to select an account, that means you are a secondary account holder. ***The primary account holder will need to add you as an additional recipient*** *to view the statements. Please refer to Add Additional Recipients* section for instruction.

You may select “Enroll All Available Accounts and Document Types Shown” or select which accounts and notices you would like to receive electronically. A red check mark indicates you are enrolled for electronic statements.

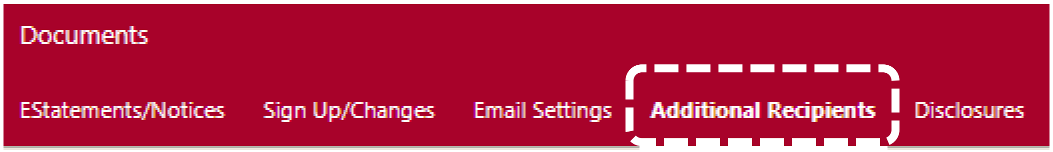


Click “Save Settings”, then Read and Accept the ESI Enrollment Disclosures. You’re officially enrolled!

Enrolling in eStatements & Adding Additional Recipients

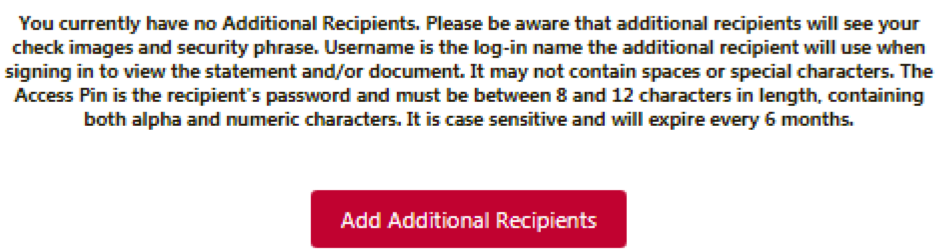
Add Additional Recipients

To add additional recipients, click “Additional Recipients” from the top menu bar in the Documents tab.

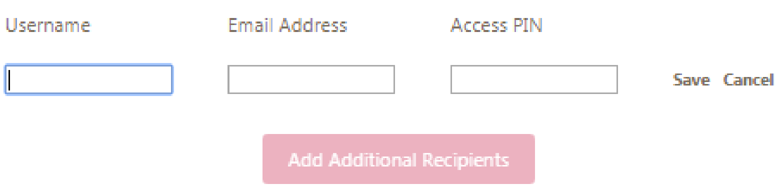


Adding additional recipients does not grant access to your entire account, only the accounts you enroll them in. Your additional recipient will receive a login link each month to access your monthly statement. This is for secondary account owners, or anyone who needs access to your financial records, like a CPA. Additional recipients do not have to be MBT Bank customers.

Select Add Additional Recipients.



You will create a username and password for your recipient. Enter their email address. Click Save. ***You will need to provide this information to your additional recipient.***



Enrolling in eStatements & Adding Additional Recipients

Next, you will click “Assign Documents” for your recipient.

Username	Email Address	
marketingtest		Edit Assign Documents Delete

Add Additional Recipients

Select which accounts your additional recipient will have access too. Be sure to select Enhanced Statements.

- [x] Checking Account

Enroll Available Document Types

- [x] Enhanced Statements
- [x] Image NSF Notice
- [x] Bounce Protection EIP NSF Notices
- [x] EIP NSF Notice
- [x] Deposit Enhanced Account Analysis Statement
- [x] ACH NOC notice
- [x] Opt-In Confirmation Notice
- [x] Opt-In Revocation Notice
- [x] Deposit Excess Debit Notice

Save Settings

Reminder: You will need to provide the login credentials you created to your additional recipients. They will be emailed a link to access the statement when it is available. Please note individuals are responsible for the management of additional recipients. MBT Bank is unable to update usernames or passwords for additional recipients.