## Electronic Statement Enrollment Guide – via Online Banking

## Step 1: Log into your Online Banking Account via link at www.bankofcharlotte.com

Visit www.bankofcharlotte.com from a desktop or laptop computer or mobile device. Enter your Username in the field in the upper right. Then, enter your Password in that field on the login screen.



## **Step 2:** From the Dashboard, select a checking or savings account to enroll for eStatements.

All checking and savings accounts are eligible for eStatements. Follow the enrollment steps for all desired accounts.

The Bank of Charlotter Dunty Dashboard	🗹 🛛 🚱 Michael 🗸			
Accounts	+	Move money		
Checking x1234	\$6,737.24 Waitable	<i>₩</i> Transfer	S Pay a bill	Ray a person
Savings x2345	\$10,233.71 Available	Messages		Q
Credit <sup>x3456</sup>	\$5,716.38 Balance	Holiday Hours – Our branches will be closed on Thursday. We extend 81		ursday. We extend 8hr ago

### **Step 3:** Once on the Accounts page, select Documents.

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The Bank of Charlotte Gunty Dashboard Accounts Move	money	🖻 🔹 Michael 🗸
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Activity	↓ □ Q	
🗄 2 Scheduled activities	Il Spending habits	
	\$7.50 🕒 Documents	
25 YOUR TOWN CINEMA		
YOUR TOWN CINEMA	\$37.25	

Step 4: On the Documents page, follow Steps 1-4. Currently, only statements are available for electronic delivery. Other notices and documents may become available later.

	You may choose to receive your statements for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:							
	1. Account(s) and Document Enrollment Choose "Details" available.							
	All available documents for all active accounts. Details							
	2. Please review the following email address. If not correct, please update it in the space shown.							
	Youraddress@email.com							
	3. Please enter a security phrase to be displayed on all valid emails sent from this site.							
	Choose a phrase that you'll remember.							
Click here to get the required								
	4. Please enter the enrollment passcode in the field immediately below. To see the passcode, click here.							
	Enroll All Available Accounts and Document Types Shown							
	Enroll Accounts							
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	REGCHK 5678							
	Enrollment Verification Passcode							
	Passcode							



## Step 6: Receive Enrollment Confirmation message.

stin@bankofcharlotte.com

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y choose to receive your statements for your account(s) delivered via email and mat a online through this site. To enroll your account(s) please follow the steps outlined							
orma	Enrollment Confirmation						
unt(s avail	Your information has been updated. An enrollment confirmation email will be sent to the e-mail address entered during enrollment. If you do NOT receive this enrollment confirmation email within 1 hour, please contact us IMMEDIATELY, to confirm your email address for electronic document delivery.						

OK

ace sh

# Step 6: Receive email confirmation sent to your email address listed in Step 4 #2.

From: THE BANK OF CHARLOTTE COUNTY <customerservice@bankofcharlotte.com> Sent: Mondav. Februarv 10. 2020 10:55 AM To: Youraddress@email.com Subject: Notification of EnrolIment Online Banking E-Statements You have successfully enrolled in eStatements. Thank you for choosing The Bank of Charlotte County as the partner to help you achieve your financial goals.

If you did not make this request or have any questions, please contact us.

# Electronic Statement Enrollment Guide – via Mobile Banking

## **Step 1:** Log into your Mobile Banking Account via the Apple App or Google App.

Open the Mobile Banking App on your mobile device. Enter your Passcode, as indicated.

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**Step 2:** From the Dashboard, select a checking or savings account to enroll for eStatements. All checking and savings accounts are eligible for eStatements. Follow the enrollment steps for all desired accounts.

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- Aller	The Bank of Charlotte County						
	© Locations	& Call	∑ Email	(i) Info			
ſ	Transac	i					
	ک 1 Deposit	s (\$) 9 W	ithdrawals	Past 48hrs			
- 1-	Your Town C Nov 25, Chec	<b>Cinema</b> king		\$7.50			

**Steps 3-6:** Follow these steps as outlined in the Online Banking instructions. Just note that the mobile app screens present information in a vertical (up and down) orientation, instead of horizontally (side by side) as in Online Banking.