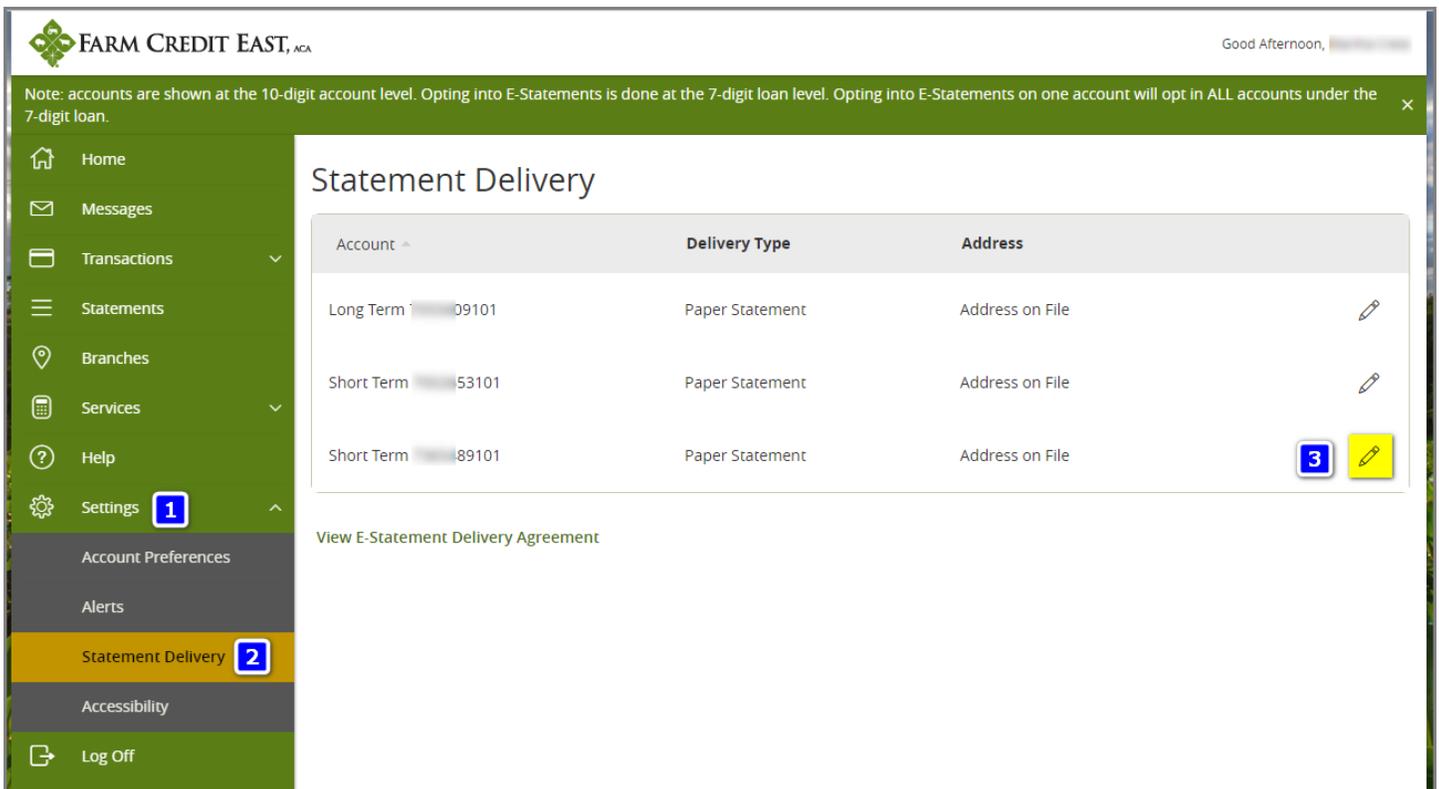


# How to opt into E-Statements

The following information will walk you through the process of opting out of paper billing statements and into E-Statements in Farm Credit East Online Banking.

**Step 1.** From the Online Banking Home page, click on Settings (#1), and then select Statement Delivery (#2). You will now see all the accounts you have access to. As mentioned in the Note at the top of the screen, you will opt into (or out of) E-Statements at the 7-digit loan level. If a loan contains multiple 10-digit accounts within it, choosing to opt into E-Statements on one account of the loan will automatically opt in ALL accounts of the loan. If you have multiple 7-digit loans and want to opt into E-Statements on all of them, you must opt into E-Statements on at least one 10-digit account under each 7-digit loan to accomplish your goal.

To opt in, click the pencil icon (#3) to the right of the loan account to edit your delivery preferences.



**FARM CREDIT EAST, ACA** Good Afternoon, [User Name]

Note: accounts are shown at the 10-digit account level. Opting into E-Statements is done at the 7-digit loan level. Opting into E-Statements on one account will opt in ALL accounts under the 7-digit loan. ×

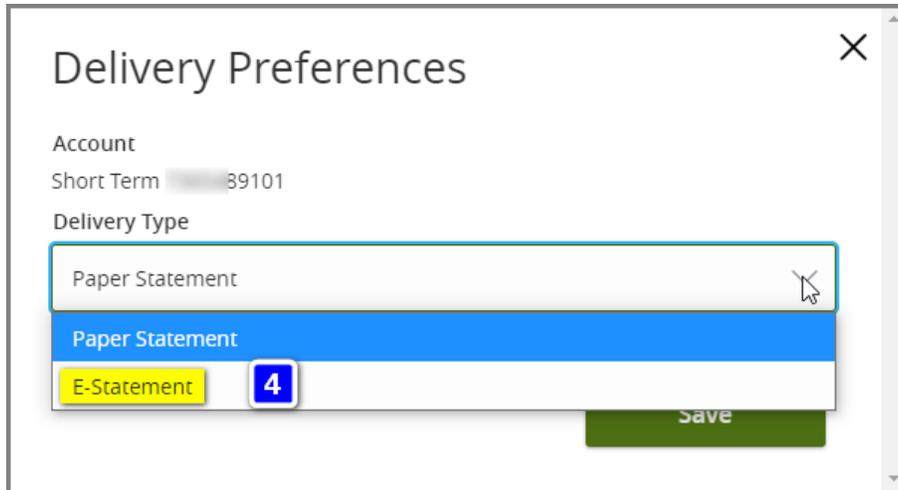
- Home
- Messages
- Transactions
- Statements
- Branches
- Services
- Help
- Settings 1**
- Account Preferences
- Alerts
- Statement Delivery 2**
- Accessibility
- Log Off

## Statement Delivery

| Account                     | Delivery Type   | Address         |          |
|-----------------------------|-----------------|-----------------|----------|
| Long Term [Redacted] 09101  | Paper Statement | Address on File |          |
| Short Term [Redacted] 53101 | Paper Statement | Address on File |          |
| Short Term [Redacted] 89101 | Paper Statement | Address on File | <b>3</b> |

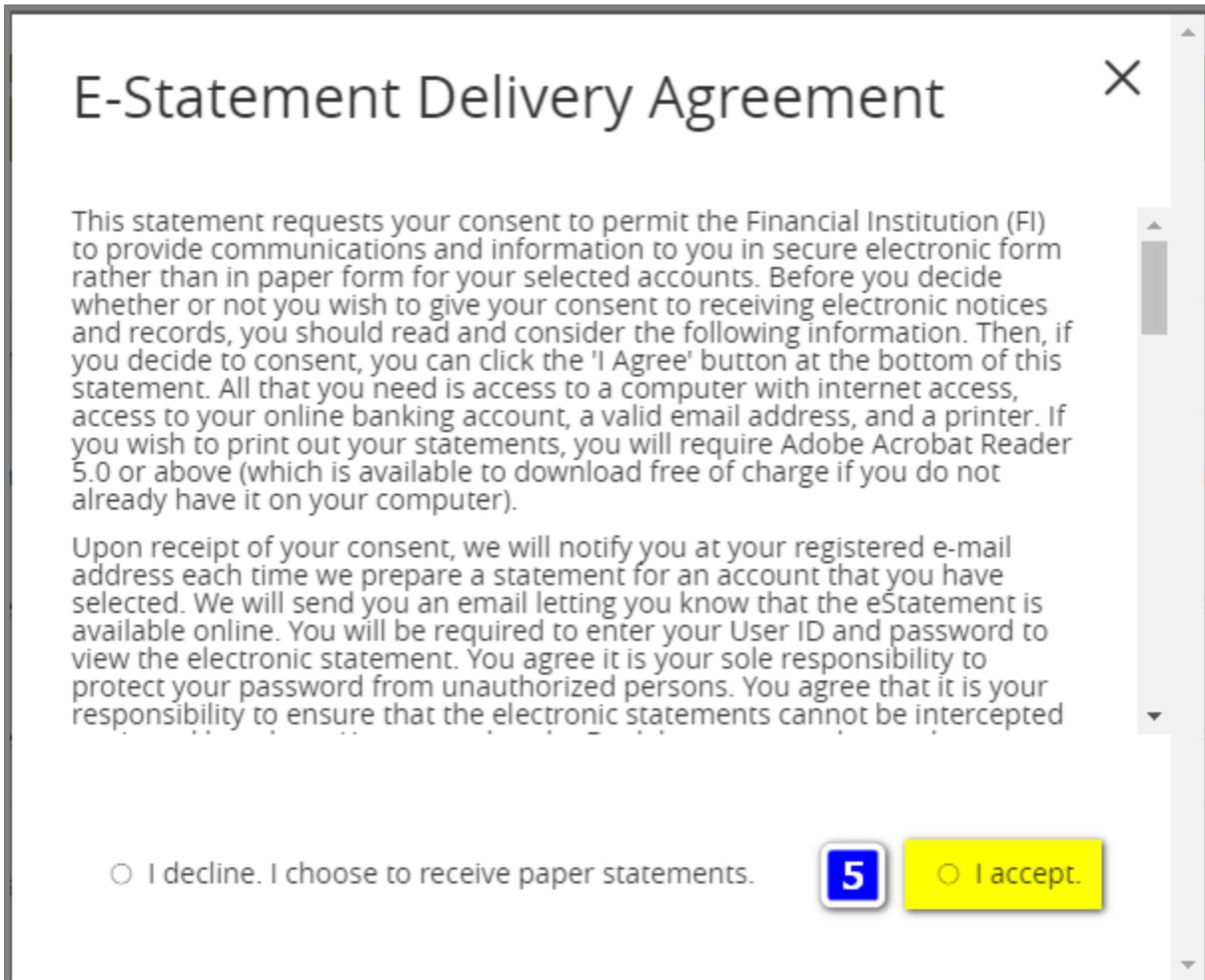
[View E-Statement Delivery Agreement](#)

**Step 2.** In the Delivery Preferences window that opens, change the Delivery Type to E-Statement (#4) and then Save.



The screenshot shows a window titled "Delivery Preferences" with a close button (X) in the top right corner. Below the title, it displays "Account" and "Short Term" with a masked value "89101". Under "Delivery Type", a dropdown menu is open, showing "Paper Statement" as the current selection. The "E-Statement" option is highlighted in yellow and has a blue square with the number "4" next to it. A green "Save" button is visible at the bottom right of the window.

**Step 3.** In order to receive E-Statements, you must first accept the E-Statement Delivery Agreement (#5).



The screenshot shows a window titled "E-Statement Delivery Agreement" with a close button (X) in the top right corner. The main content area contains two paragraphs of text explaining the agreement. At the bottom, there are two radio button options: "I decline. I choose to receive paper statements." and "I accept.". The "I accept." option is selected, indicated by a blue square with the number "5" next to it. A yellow button is also visible next to the "I accept." option.

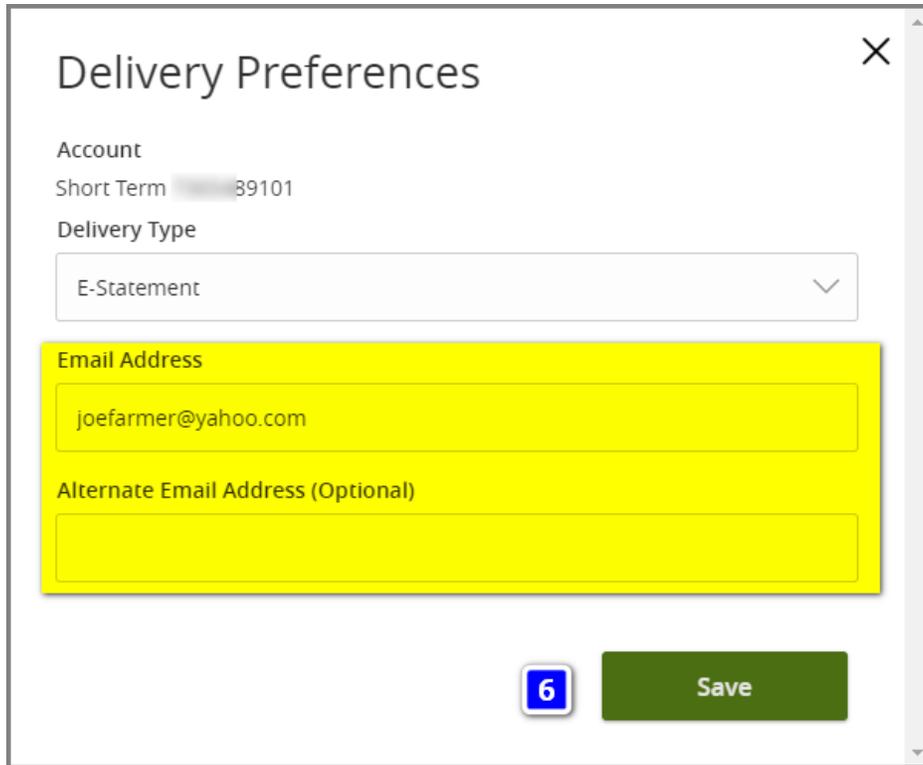
This statement requests your consent to permit the Financial Institution (FI) to provide communications and information to you in secure electronic form rather than in paper form for your selected accounts. Before you decide whether or not you wish to give your consent to receiving electronic notices and records, you should read and consider the following information. Then, if you decide to consent, you can click the 'I Agree' button at the bottom of this statement. All that you need is access to a computer with internet access, access to your online banking account, a valid email address, and a printer. If you wish to print out your statements, you will require Adobe Acrobat Reader 5.0 or above (which is available to download free of charge if you do not already have it on your computer).

Upon receipt of your consent, we will notify you at your registered e-mail address each time we prepare a statement for an account that you have selected. We will send you an email letting you know that the eStatement is available online. You will be required to enter your User ID and password to view the electronic statement. You agree it is your sole responsibility to protect your password from unauthorized persons. You agree that it is your responsibility to ensure that the electronic statements cannot be intercepted.

I decline. I choose to receive paper statements.  I accept.

**Step 4.** The Delivery Preferences window will open again, now showing Email Address and an Alternate Email Address (Optional) fields. Click Save (#6).

*Please note that entering or changing the email addresses in these fields does not actually do anything. When billing statements are uploaded to your account each month, you will receive a notification via the email address linked to your FarmCreditEast.com account.*



Delivery Preferences

Account  
Short Term 89101

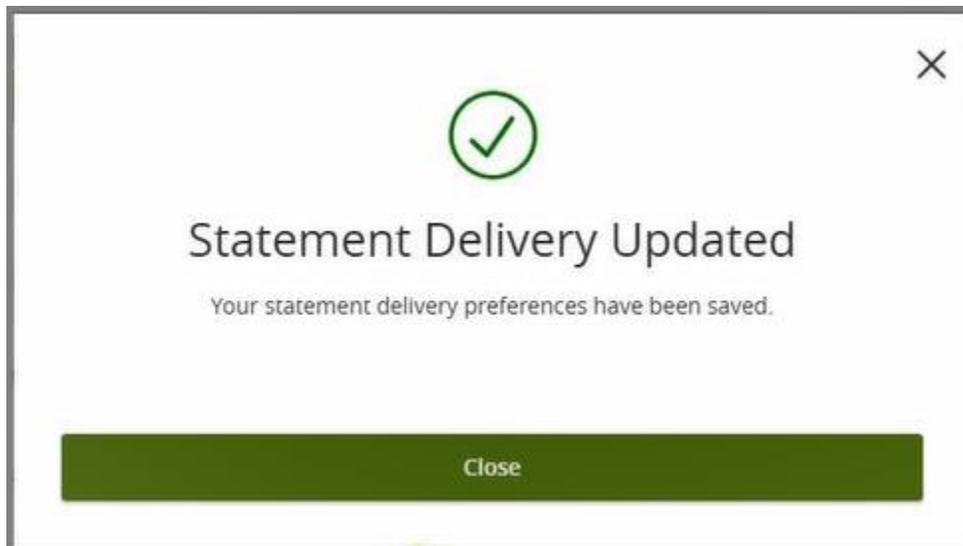
Delivery Type  
E-Statement

Email Address  
joefarmer@yahoo.com

Alternate Email Address (Optional)

6 Save

**Step 5.** When complete, you will get a message notifying you that your statement delivery preferences have been successfully updated.



You will note that the Delivery Type for the account on the Statement Delivery screen has now been updated to E-Statement.

FARM CREDIT EAST, ACA

Good Afternoon, [Name]

Note: accounts are shown at the 10-digit account level. Opting into E-Statements is done at the 7-digit loan level. Opting into E-Statements on one account will opt in ALL accounts under the 7-digit loan.

### Statement Delivery

| Account                     | Delivery Type   | Address              |
|-----------------------------|-----------------|----------------------|
| Long Term [Redacted] 09101  | Paper Statement | Address on File      |
| Short Term [Redacted] 53101 | Paper Statement | Address on File      |
| Short Term [Redacted] 89101 | E-Statement     | joe farmer@yahoo.com |

[View E-Statement Delivery Agreement](#)

Account Preferences

Alerts

Statement Delivery

Accessibility

Log Off