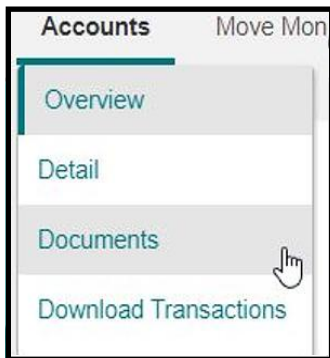# E-Statement Enrollment Guide

**Important Note: Adobe Reader or other PDF Reader is REQUIRED to access and view E-Statements. A link to download Adobe Reader is available on our E-Statements screen.**
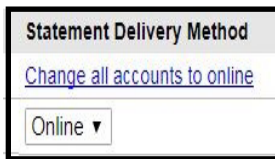
**Step One:** Log in to Online Banking at www.coastalbank.com, select "Statements" from the "Accounts" menu.
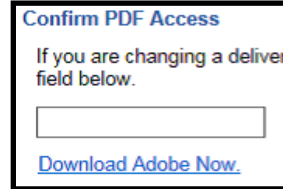
**Step Two:** You will be taken to the "Statements" landing page. Select "Statement Preference."
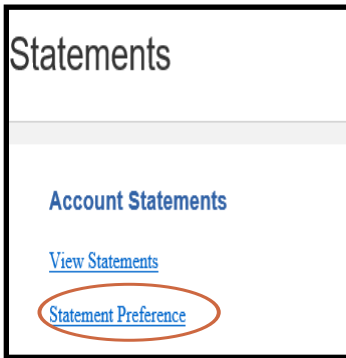
**Step Three:** Click "Change all accounts to online" or select "Online" for each account according to preference.

**Step Four:** Click the PDF Reader link to obtain the code to Confirm PDF Access. Enter the code in the box and click "Submit".
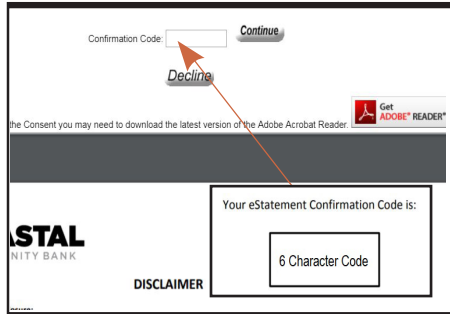
**PAPER STATEMENTS ARE DISCONTINUED UPON SUCCESSFUL COMPLETION OF THESE STEPS.**

**IN ORDER TO RECEIVE E-MAIL NOTIFICATIONS, COMPLETE THE STEPS ON THE NEXT PAGE OF THIS GUIDE.**
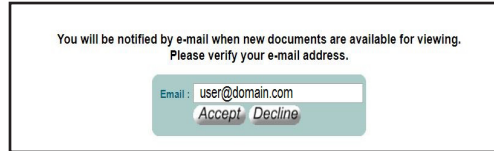
# E-Statement Enrollment Guide continued

**Step Five:** Again select "Statements from the "Accounts" menu at the top of the screen to return to the Statements landing page. Then click on "View Statements".

**Step Six:** Accept the DISCLAIMER / Statement of Electronic Disclosure by entering the Confirmation Code (found on the bottom of the screen) in the box and click "Continue".

Confirmation Code: [ ] **Continue**

*Decline*

he Consent you may need to download the latest version of the Adobe Acrobat Reader.

Get **ADOBE® READER®**
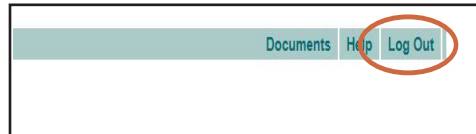
Your eStatement Confirmation Code is:

6 Character Code

**DISCLAIMER**

**Step Seven:** After successfully completing the disclosure acceptance, verify your e-mail address, and click "Accept".

You will be notified by e-mail when new documents are available for viewing. Please verify your e-mail address.

Email : user@domain.com

*Accept   Decline*

You will then be shown a list of available E-Statements or notices to select from.

**Step Eight:** Click "Log Out" in the E-Statement window to return to online banking.

Documents   Help   Log Out

PDF access and disclosure only need to be accepted once per user. Only statement preference will need to be updated for any accounts opened after initial enrollment into E-Statements.

**COASTAL COMMUNITY BANK®**

**For additional assistance, contact your local branch or call our Customer Support Center at (425) 257-9000.**