

HOW TO ACCESS STATEMENTS ANYTIME

Sign Up For and Use eStatements & eDocuments

1. Login to Online Banking on our website
2. At the top of the screen, click the **Account** tab and **Documents**. You can also select the **Documents** icon on your account followed by the **Documents** icon in the top right of your account screen
3. On the Documents screen, go to the **Delivery Settings** tab
4. Move **Enable Online For All Accounts** slide from **No** to **Yes** to enable Online for all accounts
5. View **Electronic Consent** to read the **Service Agreement and Disclosure**
6. Select **I have read and agree to the terms of the Agreement** and hit **Submit**

To view eStatements or eDocuments, under **Accounts**, click on **Documents**. You'll see individual tabs for Statements, Notices, and Tax Documents. You can view, print, or save as needed.

What Can You Use eStatements For?

- View your statements or documents any time via Online Banking on our website
- Documents include Notices (Notices are often important and timely documents, such as overdraft notices or rate change notices.) and Tax Forms (such as Form 1099-INT, Mortgage 1098, and other documents needed at tax time).
- Access up to 18 months of statements and documents
- You can view, print or save statements and documents

Need More Help From An Expert?

Give us a call during business hours at 781.329.6700 or 800.462.1190.



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