



# eDocument User Guide

## For first-time users

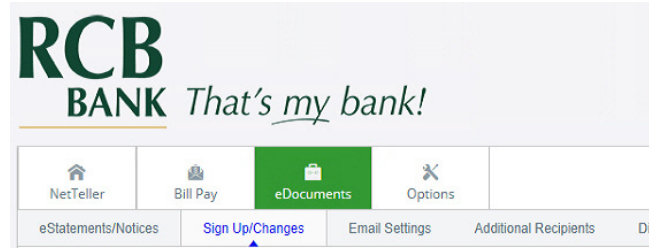


That's *my* bank!  
MEMBER FDIC

1

### Enroll and sign in to online banking.

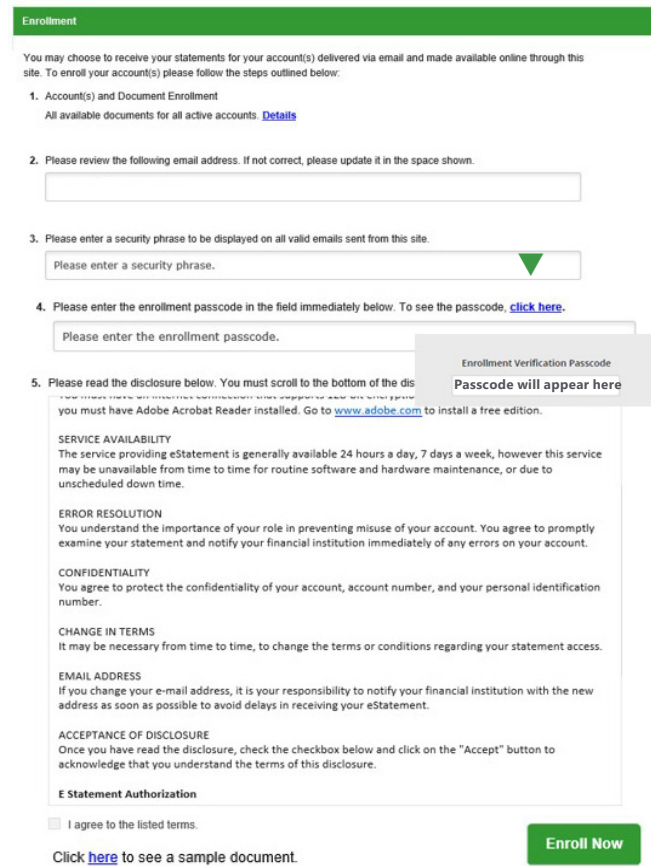
- Sign up for online banking at RCBbank.com. Click **Enroll** on the online banking sign in box.
- Once your online account is activated, follow these steps.
- Click **eDocuments** in navigation tab.
- Click **Sign Up/Changes**.



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### Complete the enrollment section.

- Click **Details** to select which accounts and documents you would like to receive electronically. Default is all documents.
- An **email address** is required and defaults to the address listed in your online banking. Changing your email address here will update the email address listed in online banking.
- Your **security phrase** will show in the subject line of every email sent in the eDocuments system.
- You will need to type in the **enrollment passcode** to verify that you are able to view a PDF document. Click the blue link to see the passcode.
- Read the **disclosure**. Scroll down to the bottom and click the checkbox next to **I agree to the listed terms**.
- Click **Enroll Now** to complete enrollment in eDocuments. You will receive an email to verify that your email is correct. Notify RCB Bank if you do not receive the confirmation email within one hour.



✓

Process is complete. To **Add Additional Recipients** or to **Add Additional eDocuments** see our user guides online at RCBbank.com/eDocuments.

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**Get in touch. 855.226.5722 | RCBbank.com**