



eDocument User Guide

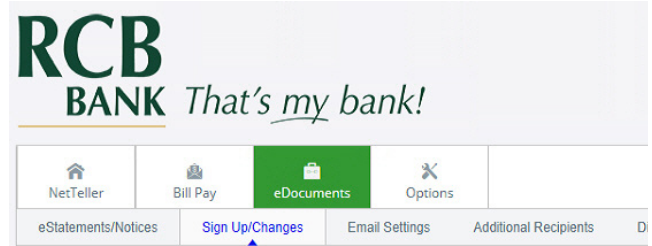
For first-time users

RCB BANK

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**.



2 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.
- 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.

You may choose to receive your statements and other documents 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

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.

3. Please read the disclosure below. You must scroll to the bottom of the disclosure before agreeing to the terms listed.

ELECTRONIC STATEMENTS (eSTATEMENTS), ELECTRONIC NOTICES & EDOCUMENTS AGREEMENT

The following establishes the rules that cover your enrollment and participation in electronic statements ("eStatements") and notices through RCB Bank Online Banking. As used in this agreement, **By submitting your enrollment, you accept the terms and conditions of this Agreement. Please read it carefully.**

RECEIVING DISCLOSURES ELECTRONICALLY

Enrollment in electronic statements and notices (eDocuments) is only available to customers with access to RCB Bank's Online Banking. For accounts with joint and/or multiple designated account owners, only one account holder's authorization is required to enroll in electronic statements and notices. RCB Bank's Online Banking retains up to 18 months of account statement history. The history starts building with the first electronic statement after your enrollment in electronic statements. After enrollment, we will stop mailing your paper account statements for any accounts enrolled in eStatements. This agreement applies to both electronic statements and notices. You have the option to choose which accounts to enroll, as well as which types of statements and/or notices you would like to receive electronically. You can change your elections, including opting out of eStatements and eDocuments entirely, at any time by logging in to RCB Bank's Online Banking system.

USING THIS SERVICE MAY STOP DELIVERY OF PAPER RECORDS

I agree to the listed terms.

Click [here](#) to see a sample document.

Enroll Now

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

***Note: Utilize the latest version of Adobe to open and access your eDocuments.**

? Get in touch. 855.226.5722 | RCBbank.com