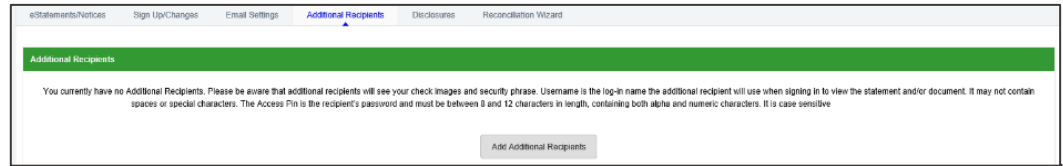


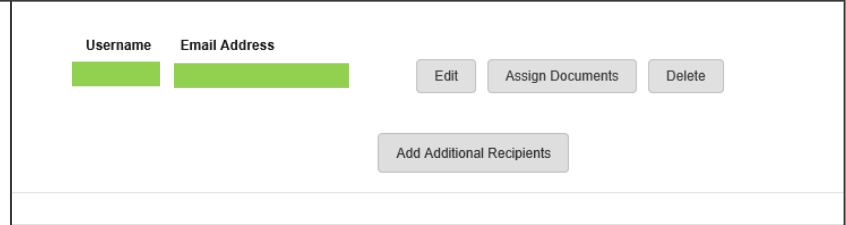
Adding Additional Recipient(s) Instructions

Rev 7/2019

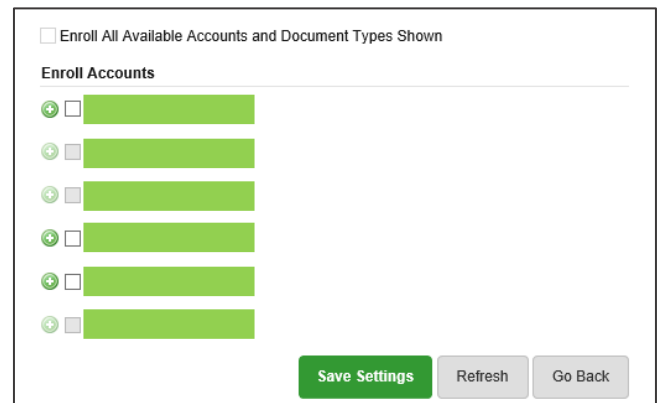
1. Click on eDocuments tab. Click on Additional Recipients under the tabs. Click Add Additional Recipients.



3. After username, email address and PIN are set up, you have to assign documents.



4. After clicking Assign Documents, you will see all of your accounts available. Click the check boxes to select the account. Some boxes may be greyed out as they are combined statements and not applicable for eDocuments.



5. After clicking Save Settings on Step 4, you will see a disclosure page. Please read through, then click I Agree to continue. You may print the disclosures for your records by clicking Print.

6. After disclosure is accepted, the Adding Additional Recipients procedure is complete. Going forward, the Additional User would receive an email with a link to click on so that he/she can sign in and see the document. To add multiple Additional Users, repeat this step-by-step guide until all Additional Users have been added.

