



BayVanguard Bank

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Customer Enrolling into Online Statement Procedure

1. Customer logs into Online Banking and clicks on the Documents button from the menu.
2. Customer selects Statements in the Document Type dropdown.
3. The Terms of Service for Online Statements will appear
4. Scroll to bottom
5. If customer wants to enroll in E-Statements they will follow the steps below
6. They must view the test document; this ensures their device is capable of viewing the statements in the manner they will be provided to the customer each month.
7. Then the customer selects the account(s) they wish to sign up for online statements. A select all button is available if desired.

The image displays three screenshots from the BayVanguard Bank online banking interface. The first screenshot shows a dark sidebar menu with the 'Documents' option highlighted in a red box. The second screenshot shows a 'FILTER DOCUMENTS' modal window with three sections: 'Select Document Type' (set to 'All Documents'), 'Select Accounts' (set to 'Choose Account'), and 'Select a Date Range' (with start date '11/01/17' and end date '05/01/18'). The third screenshot shows a 'TERMS' dialog box with a 'VIEW TEST DOCUMENT' button highlighted in a red box. Below the terms, there is a 'SELECT ALL' radio button and a list of accounts with 'NONE' selection buttons highlighted in a red box. At the bottom of the terms dialog is an 'ACCEPT TERMS' button.