

# Go Green With e-Statements

Receive your statements for FREE through e-mail with convenient e-Statements. *Sign up today!*



## Enrolling in e-Statements

1. Log into FCNB's Online Banking @ [www.fcnb.com](http://www.fcnb.com)
2. Click the "E-Statements" Tab.
3. Follow the instructions on the screen:
  - Under "Account(s) and Document Enrollment", click "Details" to view all of the accounts that will be enrolled in e-Statements. Uncheck the accounts that you do not wish to have enrolled in e-Statements.
  - Enter the e-mail address where you wish to receive your e-Statements.
  - Enter a security phrase. This phrase will be displayed on each e-mail you receive regarding your e-Statements.
  - Enter the enrollment passcode. To obtain the passcode, choose "click here".
  - Read the "Electronic Statement(s)/Notice(s) Delivery Terms & Conditions. If you agree, checkmark "I agree to the listed terms".
  - Click "Enroll Now".
4. A confirmation e-mail will be sent to your e-mail address.
5. Congratulations! You are now enrolled in e-Statements.

## Viewing your e-Statements

When your e-Statement is ready to view, you will receive a notification e-mail. Open the PDF attachment and enter your FCNB Online Banking User ID and Password. You can now view your current statements. To view current or past statements, log on to Online Banking and click the "e-Statements" tab.

**Note 1:** Some web browsers do not open a new window when the link in the attachment is clicked. If you find that a new window did not open, check the other open browsers on your computer and verify that your Adobe Reader software is set to open a new window when an embedded link is clicked.

**Note 2:** Adobe Reader version 6.0 or higher is required to view your e-Statements. To download Adobe Reader, go to <http://www.adobe.com/products/acrobat/readstep.html>.



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To get started, scan the QR Code with your Smartphone.