



## Self-Enroll to View Electronic Statements: Retail Online Banking Account Holders

Below are the procedures to self-enroll in eStatements to access and view your electronic statements.

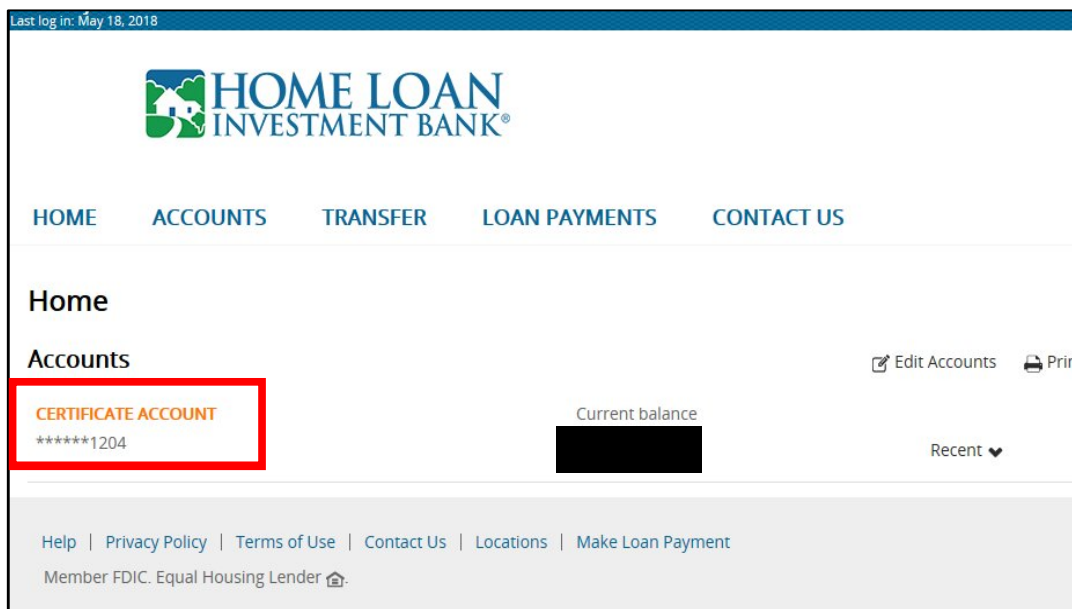
**Note:** This procedure is for **Retail Online** users only.

**To enroll in eStatements from Retail Online:**

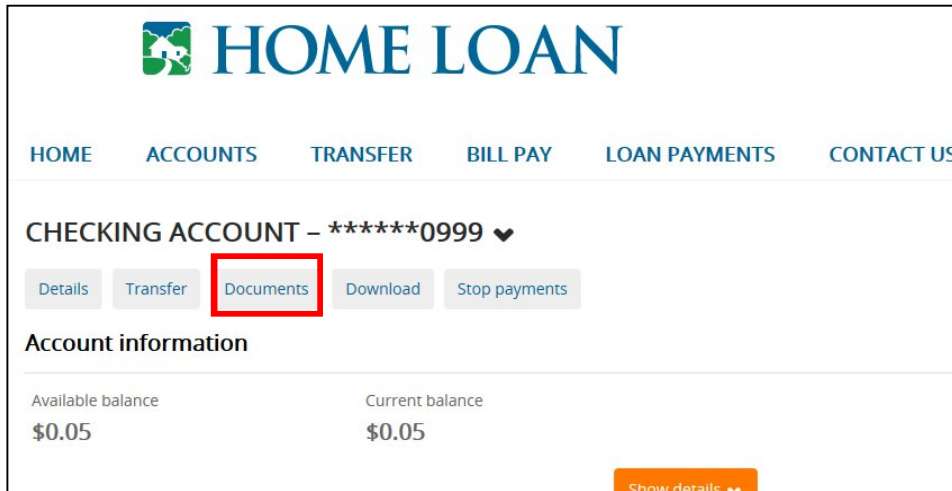
1. Log in to **Retail Online**.



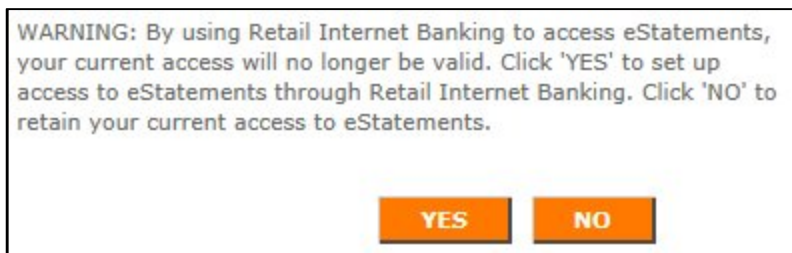
2. The **Retail Online Home** page displays. **Click on the account number.**



3. Click the **Documents** button.



4. The following message displays if the **user is enrolled in eStatements as a login user** and eStatements was accessed from within **Retail Online**:



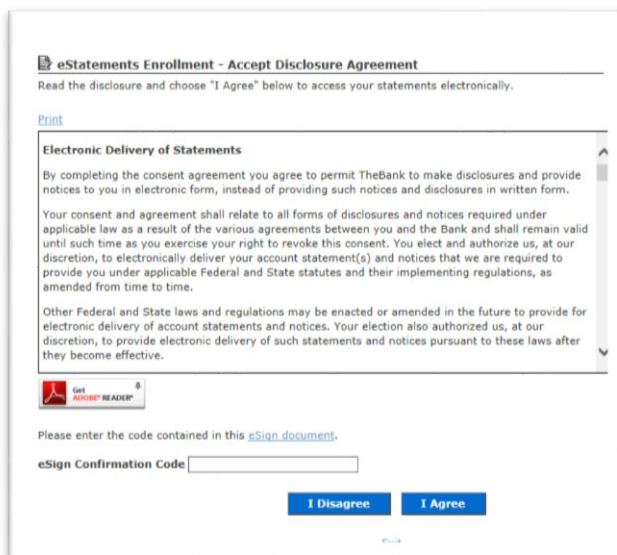
If the above message displays:

- Click the **Yes** button to be converted from a login user to a single sign-on user. eStatements access is enabled through Retail Online without having to sign in to eStatements with a username and password. The login username and password no longer work.
- Click the **No** button to not be converted to a single sign-on user. eStatements access is not enabled through Retail Online. Access eStatements from the financial institution website using a username and password.

or

The **eStatements Enrollment - Accept Disclosure Agreement** page displays.

5. **Read** the disclosure statement.

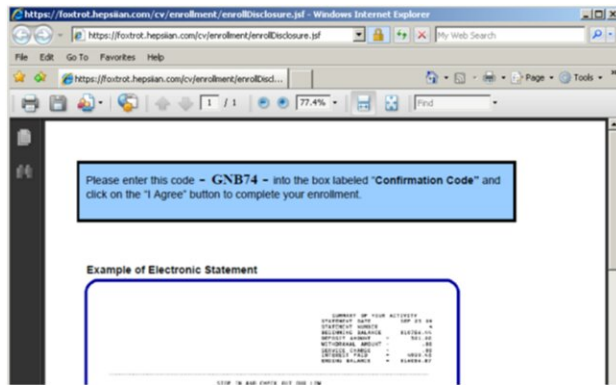


6. If desired, click the **Print** link to **print** the disclosure.

If:	Then:
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The eSign Document link displays below the disclosure

1. Click the **eSign Document** link.
2. A **PDF** opens using a PDF viewer already installed on the computer.
3. **Copy** the **confirmation code** from the PDF and **paste** it in the **eSign Confirmation Code** text box on the **eStatements Enrollment - Accept Disclosure Agreement** page.



4. **Continue** with step 8.

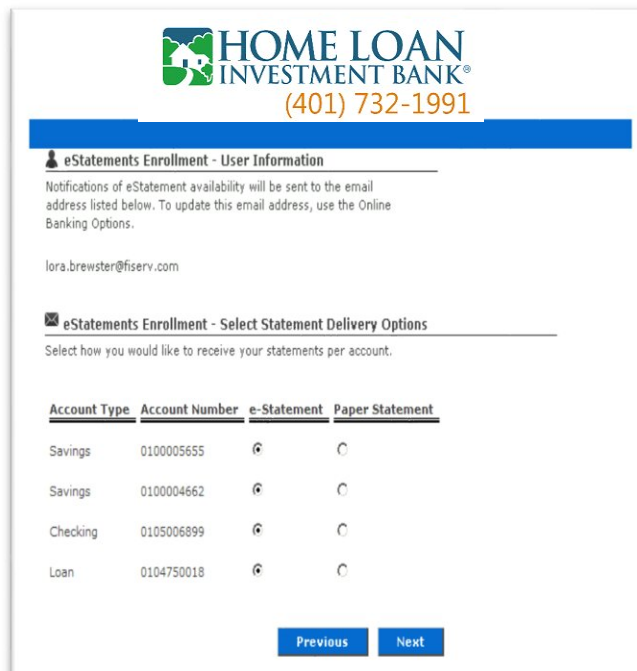
The eSign Document link does not display below the disclosure

**Continue** with step 8.

7. Click the **I Agree** button.

**Note:** If the **confirmation code** is not correct, a message displays under the **eSign Confirmation Code** text box. If the **I Disagree** button is clicked, **enrollment stops** and paper statements continue.

8. Accounts eligible for electronic statements display on the eStatements Enrollment - Select Statement Delivery Options page.



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**eStatements Enrollment - User Information**

Notifications of eStatement availability will be sent to the email address listed below. To update this email address, use the Online Banking Options.

lora.brewster@fiserv.com

**eStatements Enrollment - Select Statement Delivery Options**

Select how you would like to receive your statements per account.

Account Type	Account Number	e-Statement	Paper Statement
Savings	0100005655	<input checked="" type="radio"/>	<input type="radio"/>
Savings	0100004662	<input checked="" type="radio"/>	<input type="radio"/>
Checking	0105006899	<input checked="" type="radio"/>	<input type="radio"/>
Loan	0104750018	<input checked="" type="radio"/>	<input type="radio"/>

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**Note:** If no accounts are eligible for electronic statement delivery, the **message No statement eligible accounts found. Contact customer service for assistance** displays.

**Note:** All statements are selected for enrollment by default and display in Account Type order.

9. If applicable, select the **Paper Statement** option button next to the each account for which a **paper statement** should be created.
10. Click the **Next** button.
11. The **eStatements Enrollment - Confirm User Information** page displays.
12. **Confirm** the information provided is accurate.
 

**Note:** The email address defaults from Retail Online. If necessary, update the email address in Retail Online.
13. Click the **Enroll** button.
14. The **Statements** page displays



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[View Statements](#) ▾ [Account Access](#) ▾ [Help](#) [Sign Out](#)

**Statements**  
Statements are viewed in Adobe Acrobat Reader. Click the icon to download Adobe Acrobat Reader.

**Main**

- [Statements](#)

**Checking - 5000000999**

- [Click to change to eStatement](#)

**Savings - 2020006512**

- [View Statement](#)
- [View History](#)
- [View Associated Notice](#)

**Documents**

- [View Back of Statement](#)

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\*Subject to credit approval. \*\*Subject to credit approval. New residential accounts must have been completed and occupied for a minimum of 90 days.

**FDIC**