

Below are instructions on how to set up to receive E-Statements:

- Log onto FLEXTeller.
- If you have previously “Registered” your device, skip to the next step. Otherwise, select your **Security Image** and input your **Captcha Security** phrase. You can also choose if you want to “Register device” at this time.
- You will now be on the first screen - **Account Summary**.
- Under **User Profile**, choose **Manage E-mails**.
- Your email address should already be listed under **Account E-Mails**.
  - If your email is incorrect, you can edit it.
  - If your email does not appear, click **+Add** to add a new one.
- There should be 3 boxes listed – Statements, Notices & E-Alerts.
- You can choose any or all 3 of the services. If you want to receive an email that your **Monthly Statements** are ready, then check the **Statements** box.
- After the box is checked, you will see the **Disclosure Statement** which after scrolling down, you would have to click **Agree**.
- Click **Save** to complete.
- You are now set to receive an email at the beginning of the month when your Monthly Statements are ready for download.