

## eStatement Login Process

You may follow steps 1 through 6 below prior to receiving your first eStatement notification e-mail from us by entering the following address in the URL area of your web browser: <https://www.myriadsystems.com/estatemnts/login.aspx?cid=MCKENZIE>. This link is also available on our Website eStatement links. At the end of your login process (steps 1-6), a page will appear that will tell you, "We're in the process of setting up your account. We'll send you an email as soon as you have a statement available for viewing."

1. Then, once you receive an e-mail from the Bank that your eStatement is ready, open the e-mail.
2. Click on the link provided in the body of the e-mail.
3. The page will require you to enter your:
  - **Primary Email:** (enter the same email address the eStatement notification was sent to)
  - **Password:** (enter the Primary Account # as on your Enrollment Agreement form) You will be prompted later to create your own password. If you experience difficulties, just call your local Branch.Click "Sign In"
4. Read the Disclosure and click "I Agree" to advance to the next page.
5. Follow the screen prompts to Verify Flash (which is typing in a series of numbers and letters in a box) If you need to download Flash Player, a button is available for you to click on to do so. Click "Continue"
6. You will now be directed to create your own password by typing the Password you want to use to access your eStatement into the box and then typing it again in the Confirm New Password box. **Password criteria is as follows:** Must be 8 characters long, alpha-numeric, at least 1 upper case letter and at least 1 lower case letter. Please remember to write down your password. Click "Submit". (Three unsuccessful login attempts will result in a Lock Out...if this happens, call your local Branch for reset.)

### **Enhanced Features of the NEW eStatement Look**

Once you're logged in to view your eStatement(s), the following features are available:

#### **1. Tabs**

- **Disclosure.** Bank eStatement Enrollment Agreement Disclosure
- **Reconciliation.** A form to help you reconcile your account.
- **Contact Us.** List of Customer Service Reps, their e-mail address and phone numbers in the event you have a question about your eStatement or you are locked out of eStatements and need to have your password reset.
- **Change E-Mail Address.** If you ever change your e-mail address, use this tab to notify our eStatement provider so you are properly notified at the next statement cycle. **This does not automatically update your e-mail address with the Bank, so please contact the Bank to make that update as well.**
- **What's New.** Click on this tab for "News" from the Bank.

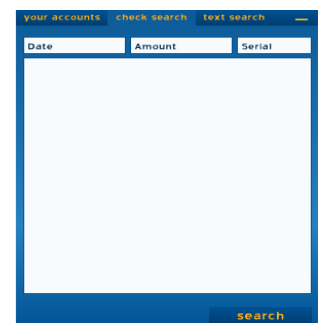
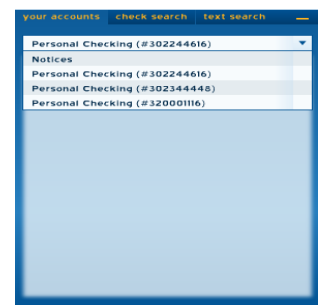
#### **2. eStatement Toolbar**

The toolbar provides information about the document as well as several icons for manipulation of the item. The information provided includes the account description, the account number and the date the item was presented. There are several icons to choose from in the toolbar for user interaction. The icon descriptions are below:

- ◀ pg. 1 / 5 ▶ Choose the next or previous page in the selected window
- 🔄 Reset the image
- 🔍 Zoom the image to fit the screen width
- 🔍 Zoom in to the page
- 🔍 Zoom out of the page
- 🖨️ Print the item in the selected window
- 📄 Download an item in PDF format

#### **3. Toolbox** (located to the right of your screen after you're logged in)

- a) **Navigation.** Allows you to navigate between different eStatements. Just click on Accounts to choose the statement you want to view.
- b) **Searching for Check Images** (click on Checks in the Toolbar)
  - Allows you to search by check date, check number and check amount.
  - Each check search result is listed and can be clicked on to open a window that allows you to view, zoom, rotate and print the check image.
- c) **Searching for Text** (click on Search in Toolbar)
  - You can search for text on the selected statement or across all statements.
  - When text search is found within a statement, each result is listed by the page number of the statement on which it was located as well as being highlighted in the statement so you can easily spot your text.
- d) **Hiding the Toolbox** (click the minimize button in the upper right corner)
- e) **Restoring the Toolbox** (click the maximize button in the upper right corner)
- f) **Check links** (in the statement, checks will be an underlined hyperlink)
  - Click on the underlined check in the statement and your check will appear as a larger image on your screen and allows you to zoom, rotate, view both front and back of the check and print.



#### **4. Logging Out** (When finished viewing eStatements, you should log out of the system by clicking the large "X" in the upper right corner of the toolbar. Sessions will automatically expire after a certain amount of time.)