Atlantic Union Bank

Business eBanking

eStatements

STATEMENTS AND DOCUMENTS

About Statements and Documents

Statements and Documents allows company users to view statements and other documents, such as notices, for analysis, checking, credit card, loan, and savings accounts.

When a company is set up with the Statements & Documents service the company's Administrator is responsible for setting up accounts for online delivery of statements and documents. Company administrators are also responsible for reviewing and accepting service agreements/disclosures relative to statements and documents.

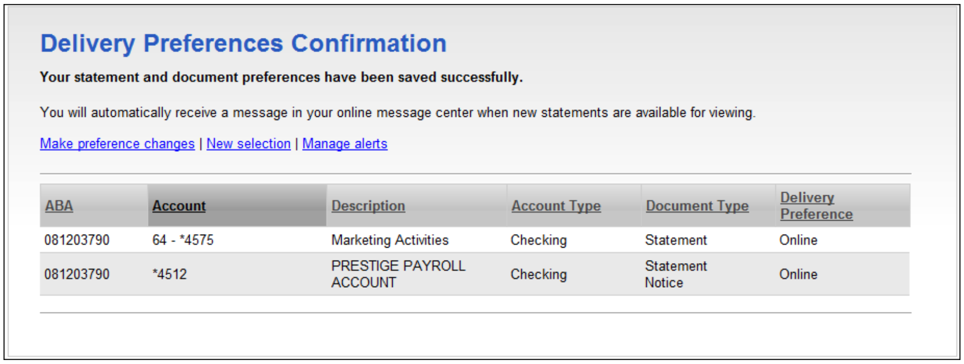
The Manage Alerts page includes alerts to which company users can subscribe to be notified automatically when statements and documents are available.

Setting up Online Viewing for Statements/Documents

Company Administrators are responsible for setting up accounts for online delivery of statements and documents.

1.	Click **Reports > Statements & Documents**.
2.	Click the **View and maintain document preferences** link.
3.	Select the Online or Online & Paper **Delivery Preference** option for each account you want to set up for online document viewing. For combined online statements, select Online as the **Delivery Preference** for the primary account. The Online & Paper option enrolls the account for online statement/document delivery and continues the delivery of the paper statement.
4.	Click **Continue**.
5.	If applicable, review the service agreement and click **I agree** to accept it.
6.	Click **Save preferences**.

Delivery Preferences Confirmation Page Sample



7.	**Note**: The eStatement for the selected account(s) will be available next business day.

Removing Online Viewing for Statements/Documents

1.	Click **Reports > Statements & Documents**.
2.	Click the **View and maintain document preferences** link.
3.	Select the Paper **Delivery Preference** option for each account from which you want to remove online viewing. For combined online statements, select Paper as the **Delivery Preference** for the primary account.
4.	Click **Continue**.
5.	Review the selected accounts as needed and then click **Save preferences**.

Searching Recent Statements/Documents

Search for the latest statements or documents.

1.	Click **Reports > Statements & Documents**.
2.	If more than two accounts are enrolled for online document viewing, select a **View** option:

Option	Description
Latest documents for account type	View the latest statements or documents for a specific account type (analysis, checking, credit card, certificate of deposit, loan, or savings). This option does not appear if less than two accounts are enrolled.
Documents for a specific account	View the statements/documents for a particular account.

3.	If the Documents for a specific account **View** option was selected, select an **Account** option.
5.	Click **Continue**.