

# INSTRUCTIONS FOR ENROLLING IN PHENIX-GIRARD BANK'S E-DOCUMENTS (ELECTRONIC STATEMENTS)

To receive your statements and notices electronically you must have Adobe® Acrobat Reader® 7.0 or above. If you need this application, go to [www.adobe.com](http://www.adobe.com) and click on **The Get Acrobat Reader** button.

1. Log in to NetTeller\* using your existing user id and password.
2. Click on the E-Documents link at the top of the page and you will be directed to a page similar to the one below.

The screenshot shows a web browser window titled "Enrollment - Windows Internet Explorer". The address bar shows the URL: <https://es.netteller.com/EStatements/phenixgirard/initenrollment.aspx>. The page features the Phenix-Girard Bank logo and navigation links: NetTeller, Bill Payment, Options, E-Documents, Contact, Help, Privacy Statement, and Exit. The main content area is titled "Enrollment" and contains the following text:

**You may choose to receive your statements and notices for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:**

1. **Account(s) and Document Enrollment**  
All available documents for all active accounts. [Details](#)
2. **Please review the following email address. If not correct, please update it in the space shown.**
3. **Please enter a security phrase to be displayed on all valid emails sent from this site.**
4. **Phenix-Girard Bank Electronic Statement(s)/Notice(s) Delivery Terms and Conditions**  
This agreement is made between you and Phenix-Girard Bank and provides your request and consent to receive statements and notices for your demand deposit account(s) by electronic delivery. These electronic statements and notices are called "eDocs".  
By enrolling for eDocs, you are electing to receive your statement by email. Once enrolled, you will receive your next statement by U.S. mail AND by email- and from then on, you will only receive your statement by email.  
 I agree to the listed terms. [Click here](#) to see a sample document.

At the bottom of the page, there is a blue button labeled "Enroll Now". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and "100%".

## Step 1:

Enter or update your email address. This must be a valid email address. It must allow email from [NetTeller@Phenix-Girard.com](mailto:NetTeller@Phenix-Girard.com) to be delivered; otherwise your statements and notices will not be received.

## Step 2

Enter a valid security phrase. This security phrase will be included on all future emails for your protection. This way you will know that the email is from Phenix-Girard Bank.

## Step 3

Read the Terms and Conditions. Then check the box indicating that you agree to the listed terms.

## Step 4

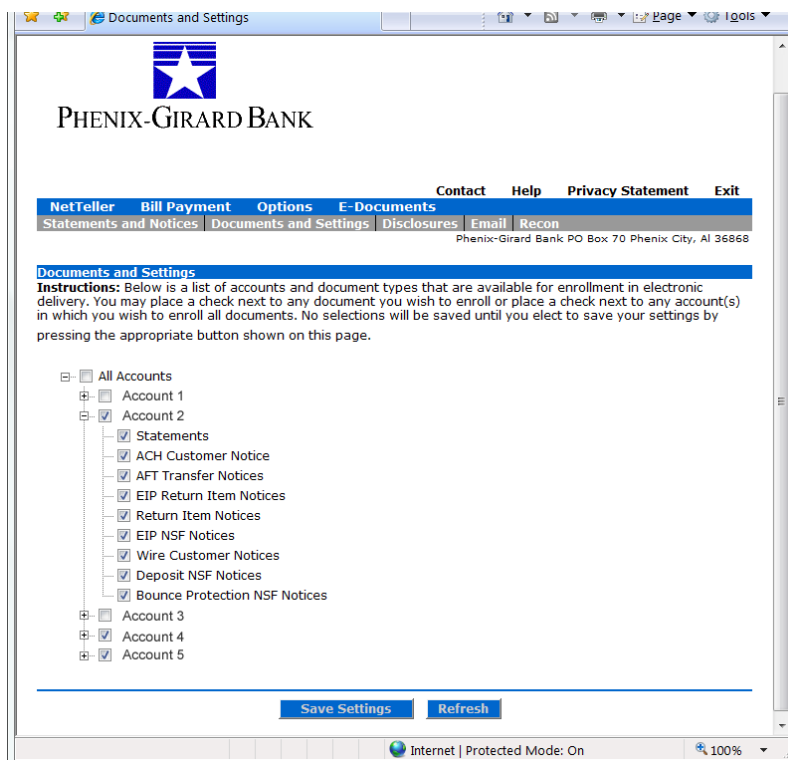
Click on the “Enroll Now” button.

## Step 5

You will receive an email at the address provided in step 1 confirming your enrollment in Phenix-Girard’s E- Documents.

## Step 6

Click on the **Documents and Settings** link on the NetTeller menu. You should see a screen similar to the one below.



## Step 7

Select each account that you wish to receive electronic statements and notices. Next, select which types of notices you want to receive electronically for that particular account. All the notices and statements may not be immediately available. Phenix-Girard Bank will notify users by email as they become available. Click **Save Settings**.

You are now enrolled in Phenix-Girard's E-Documents. If you have any further questions, you may call us at 334-298-0691, email us at [NetTeller@Phenix-Girard.com](mailto:NetTeller@Phenix-Girard.com) or use the secure messaging that is available after you have logged in to NetTeller. Please remember not to include any personal or indentifying information in any email communications.

\* Before connecting to the internet, update your operating system and security software to keep critical security patches up to date. Make sure you are running anti-virus software and a firewall.