



ASCEND HOW TO: SIGN UP FOR ESTATEMENTS

Step One: From the dashboard, click on "Accounts" and choose "Statement & eDocs" from the drop down menu.

A screenshot of the Ascend dashboard. At the top, there's a decorative header with a blue and green abstract design. Below it is a navigation bar with links: Dashboard, Accounts, Financial Planning, Transfer & Pay, Tools, and Card Management. The "Accounts" link is highlighted in red. On the left, there's a sidebar with "Dashb" and "Account" tabs. A dropdown menu is open over the "Account" tab, showing options: Accounts, Stop Payment, Reorder Checks, Open an Account, and Statements & eDocs. The "Statements & eDocs" option is highlighted with a red box. To the right of the sidebar, there's a "Link External Accounts" button and two small icons. The main content area is currently empty.

Step Two: From the Overview Tab, select the Settings Gear, and then click on the circle under Online for the account you would like to receive eStatements for and continue.

A screenshot of the eDocuments section. The top navigation bar shows "Dashboard", "Accounts" (highlighted in red), "Financial Planning", "Transfer & Pay", "Tools", and "Card Management". Below this, the title "eDocuments" is displayed. A navigation bar at the top of the content area includes "Overview" (highlighted in red), "Statements", "Tax Forms", and "Loan Statements". The main content area starts with a "Welcome to your eDocuments" message and a "Access your documents easily" link. Below this is a "Delivery Method" section with a gear icon. It says: "Select your preferred delivery method for each account by selecting the down arrow. Then select the gear to proceed." A link "Click here to update contact information." is provided. Under this, there's a table with a single row: "Statements" with a gear icon, a counter "0 1", and a "Statements" link. To the right of the table are two small icons. The "Statements" link is highlighted with a red box.

Note: If you have opted into eStatements for other accounts with Ascend, you are finished at Step Two.

A screenshot of a "Statements" setup screen. The title "Statements" is at the top, with a close button "x" to the right. Below it is a message: "Set up how you like to receive your statements. If you need to update your contact information, you can do it [Click here to update contact information](#)." There are three options: "RELATIONSHIP" (with a radio button and "*****" placeholder), "PAPER" (with a radio button), and "ONLINE" (with a radio button, highlighted with a red box). At the bottom right is a "Continue" button.

Step Three: A disclosure box will pop up. From here, you have the option to read and print the disclosure. After reading, you can agree to the terms by selecting "I agree" and "Save."

Statements X

You have selected to update your statement preferences for **1 accounts**.

SELECTED ACCOUNT

Please accept the disclosure to confirm this change:

eStatements and eDocuments

You have the right to receive paper copies of your periodic statements and other documents received electronically for your accounts. By reading and agreeing to the disclosures listed in this document and clicking the "Subscribe" button in digital banking, you are requesting that we make periodic statements, notices, tax forms and other miscellaneous documents available for your accounts in electronic form rather than in paper form.

By clicking on the "Subscribe" button and agreeing to the disclosure, you agree that you have read and consent and agree to each of the following statements:

- You elect to receive your Horicon Bank account periodic statement, notices, tax forms and other miscellaneous documents in an electronic format. When you make this election, these paper documents will no longer be sent to you (at our

I Agree Print

Back Save