

E-STATEMENTS

Get your account statements emailed directly to you!

Why E-Statements?

Receive your Statements Quickly

Easy to Store

Password Protected

The e-statement is an electronic version of your current bank statement. It contains all of the same information including images of all the checks and deposits. This is the perfect way to store your statements as they take little to no space, and you may save them to a CD or Flash Drive.

Sign Up Today!

Just fill out the agreement on the back of this paper and return it to us.

Saving a Statement to an External Source from Online-Banking

1. Log in to your online banking account.
2. Go to **Accounts – Statement**
3. Select the **Account** and the **Statement Date** you want to see
4. Click **View Statement**
5. Right click anywhere on the statement and select **Print**
6. Instead of choosing a printer, select **Adobe PDF** as the printer you wish to use
7. A *Save As* window will pop up
8. Towards the top, select where you want to save the file using the dropdown tab
 - May save to a CD, Flash Drive, or Floppy Disk
 - We recommend either a CD or Flash Drive
9. Name the file however you please (most likely by statement date)
10. Click **Save**

Saving a Statement to an External Source from an E-Statement

1. Open the email containing your E-Statement
2. Click on the attachment within the email that contains the E-Statement
3. A *File Download* window will pop up
4. Click on **Save**
4. Towards the top, select where you want to save the file using the dropdown tab
 - May save to a CD, Flash Drive, or Floppy Disk
 - We recommend either a CD or Flash Drive
5. Name the file however you please (most likely by statement date)
6. Click **Save**

COMMUNITY BANK

Electronic Account Statement and Check Image Delivery Enrollment Agreement

Community Bank's Electronic Account Statement and Check Image Delivery Enrollment Agreement governs use of the Community Bank Electronic Delivery Service. As used in this document the words "you" and "your" refer to Community Bank's customer(s) and their use of the Service. The words "we" and "our" refer to Community Bank.

This Agreement explains the terms and conditions governing the Community Bank Electronic Delivery service offer through Community Bank. By using the Service, you agree to the following terms and conditions. This Agreement will be governed by and interpreted in accordance with Federal laws and regulations, or to the extent there is no applicable Federal law or regulation, by the laws of the State of Iowa. By accepting below or otherwise using the Service you agree to use the Service only for bona fide and lawful purpose permitted under this Agreement.

Terms & Conditions:

To receive Electronic Delivery Services, you must have a working connection to the Internet with e-mail capability to open Portable Document Format (.PDF) files with Adobe Acrobat Reader 7.0 or higher. Please check your computer by following these few steps: **1)** Search your computer for Acrobat Reader; **2)** If you can't find Acrobat Reader, skip to step 5; **3)** Open Acrobat Reader and go to Help; **4)** Then select About Acrobat Reader. This will show you what version you have; **5)** If you need to upgrade to a higher version or you don't have Acrobat Reader at all, go to <http://www.adobe.com/products/acrobat/readstep2.html> and follow the instructions provided to download the free software. This site will also provide minimum hardware and operating system requirements.

1. Upon enrollment, periodic account statements will be provided electronically. You may request paper copies by contacting one of our offices in Alton or Orange City.
2. At the time of this enrollment agreement, you agree to provide us with a password needed to decrypt the self-extracting attachment containing your information. The password that you provide to us must be alpha-numeric with a minimum of six (6) characters. The password will be case-sensitive.
3. You agree to keep us informed of any change to your e-mail address by advising us in writing at any of our offices.
4. Upon receipt of an e-mail delivery error regarding the statement PDF file will result in the termination of this agreement. If the information contained is undeliverable, a file will be mailed to you at the address contained in our records.
5. If we change the minimum hardware or software requirements, and you are unable to receive electronic delivery services, you will be released from this agreement without any penalty or consequence to you.
6. You may withdraw your consent for electronic delivery services by sending written notice to any of our offices. Upon withdrawal, the documents will be sent in paper form to your address of record.
7. Following termination of the electronic delivery service by either party, a new enrollment agreement will be required to reinstate this service.
8. Upon transmission of the e-mail file to your e-mail address, you will have the sole responsibility for maintaining security of the e-mail including, but not limited to, your e-mail provider and users of your personal computer or computer network.
9. You further agree to indemnify and hold us harmless from and against any and all loss, cost, damage, liability, or exposure (including reasonable attorney's fees) that we or you may suffer or incur as a result of the unlawful use, unauthorized use, or misuse by any person of any such e-mail or electronic delivery of a statement. You shall bear the entire risk for unauthorized use thereof whether or not you are negligent.

BY SIGNING BELOW, YOU AGREE TO THE TERMS AND CONDITIONS OF THIS ELECTRONIC ACCOUNT STATEMENT AND CHECK IMAGE DELIVERY ENROLLMENT AGREEMENT:

_____	_____	_____
Customer Signature	Printed Name	Date
_____	_____	_____
Customer Signature	Printed Name	Date
Account Number(s):	_____	_____
	_____	_____

Office Use Only	
Check on Vision	_____
Comments - ESTMT	_____
Check Email	_____
WRK Side	_____
Scan	_____

Email Address:

Password (must be Alphanumeric and minimum of 6 characters):

Mail to: Community Bank
PO Box 430
208 10th Street
Alton, IA 51003

*****Please feel free to drop off this form or mail it to us. You may contact us anytime at 712-756-4125 or 712-737-2737*****