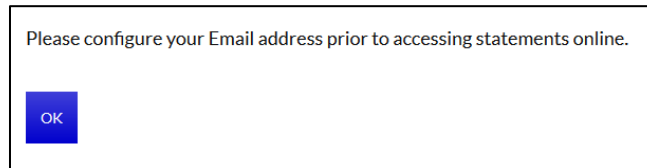
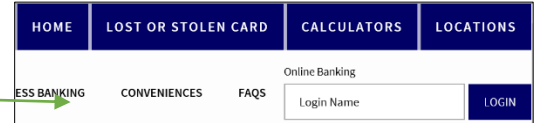




How to Sign Up for eStatements

1. Go to www.bankfirstcommerce.com
2. Click **LOGIN** from the upper right corner of the screen.
3. Enter your login name and password.
4. On the right-hand side of the screen, click on **Accounts** and then **View Statements and Notices**.
 - a. If you have not configured an email address, you will see this message.



- b. Click on OK.
 - c. In a new browser window, you will now need to access your email to retrieve your confirmation code. If you don't see an email in your inbox, please check your **JUNK** or **SPAM** folder.
 - d. Go back to your Online Banking tab and enter the confirmation code and click **SUBMIT**.
5. To receive eStatements instead of paper statements in the mail for **ALL** of your accounts:
 - a. Press the **GO PAPERLESS ON ALL ACCOUNTS** button.
 
 - b. Click on the **CLICK HERE TO OPEN VERIFICATION PDF** link. This will open a PDF file with a code in it.
 - c. Return to your online banking and enter the code received in the PDF file and click **ACCEPT**.
6. To select **ONLY SOME** accounts to go paperless:
 - a. Place a checkmark in the check box under the Paperless column for the accounts you would like to go paperless for.
 
 - b. Press the **SELECT ACCOUNTS TO GO PAPERLESS** button.
 - c. Click on the **CLICK HERE TO OPEN VERIFICATION PDF** link. This will open a PDF file with a code in it.
 - d. Return to your online banking and enter the code received in the PDF file and click **ACCEPT**.

You will receive an email monthly to notify you that a statement is waiting to be viewed. Please save or print a copy of your statement for your records.

Once you have signed up for eStatements, you will no longer receive paper statements.