



How to Sign Up for eStatements to Access Only by E-mail

Self-Enrollment Instructions for Non-Online Customers Accessing eStatements through E-mail

1. Visit www.citizens-savings.com and click on the eStatement link under Services & Tools. Scroll down to the How to Get Started section for non-online banking customers and click on the link labeled "Sign up to receive your eStatements."
2. Once the **eStatement Sign In** page displays, click the **Account Holder Enrollment link** located near the bottom of the box. (If the user is already enrolled in eStatements as an Online Banking Account Holder, the following message will display: You are already enrolled in eStatements. Sign in with your user name and password or contact customer service for assistance.)
3. The **eStatements Enrollment-Enter Identification Information** page displays. Enter your Social Security/Employer Identification Number, an account number to identify you to the system and your Zip Code and click **SUBMIT**.
4. The **eStatements Enrollment – Accept Disclosure Agreement** page displays. Read the disclosure agreement and if desired, click the **print link** to print the disclosure.
5. Click on the **PDF document** link below the agreement box. A PDF opens using a PDF viewer already installed on your computer. If the PDF will not open, you will need to click the back button and download a newer version of the Adobe Reader. An icon labeled "**Get Adobe Reader**" will be available for you.

Once the PDF opens up, **copy** the **confirmation code** from the PDF and **paste** it in the **eSign Confirmation Code text box** on the **eStatements Enrollment – Accept Disclosure Agreement page**.

6. Click on the **I AGREE** button. (If the confirmation code is not correct, a message displays under the eSign Confirmation Code text box) If the **I DISAGREE** button is clicked, enrollment stops and paper statements continue.
7. Accounts eligible for electronic statements display on the **eStatements Enrollment-Select Statement Delivery Options page**. Note: All statements are selected for enrollment by default and display in account type order. If applicable, select the PAPER STATEMENT option button next to the account(s) for which a paper statement should be created.
8. Click the **NEXT** button
9. The **eStatements Enrollment- User Information** page displays. Enter a **user name** between 8 and 15 alphanumeric characters in the **Username** box.
10. Enter a **password** in the **Password** text box.
11. Re-enter the **password** in the **Confirm Password** text box.
12. Enter an **email address** to which electronic statement notification should be sent to the customer in the **EMAIL Address** text box.

13. Re-Enter the **same email address** in the **Confirm Email Address** text box.
14. Click the **ENROLL** button. You will be taken to the eStatements Enrollment – Complete screen.
15. Sign In to set up five security questions from the drop down list and the answers. You must pick different questions. All answers must be a minimum of 6 characters and the answer must be different for all questions.
16. Click the **SUBMIT** button.

If you forgot your password, you can click on “**forgot your password?**” link. Only customers that **do not** use CSB Online Banking to access eStatements can use this link to request a temporary password be sent to them. The correct user name and security question answer must be entered to receive a temporary password. The temporary password expires 1 hour after it is sent to the customer.

Users can edit their Email Address, password, and security question from the **Edit User Settings** Page.

You will receive a monthly e-mail notice. Please bookmark the site to access your eStatements for future reference.

For more information, please call our Deposit Operations Department at 800.692.6279, Option 1 or e-mail us at customersupport@citizens-savings.com.

