



## eStatements



### Step 1: Select eStatements

Select “eStatements” from the home page within your Online Banking.

### Step 2: Enrolling

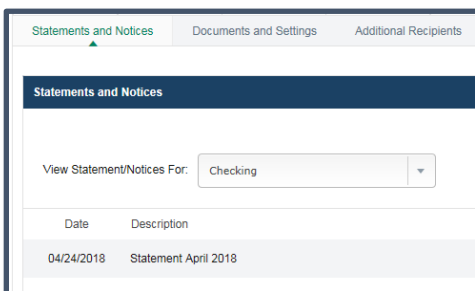
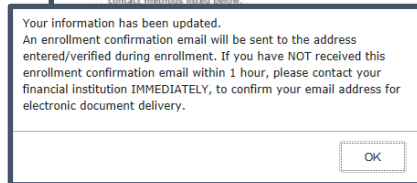
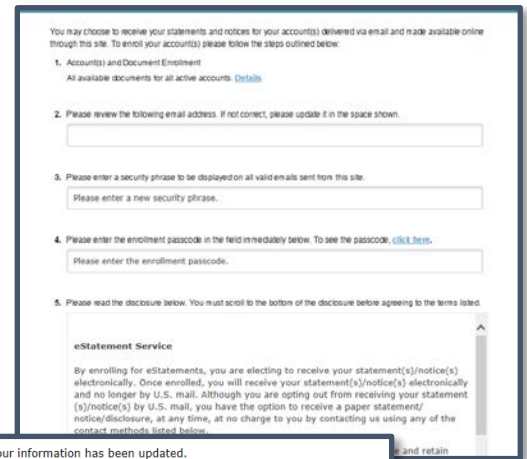
Confirm the email address on file is correct, or make any changes. This is the email address where you will receive a notification when your statement is ready.

Enter a Security Phrase that is unique to you. This phrase will display in the subject line of the email notification so that you know it is from Alpine Bank.

To view the Enrollment Passcode, click on the link and enter the passcode in the space provided.

Finally, read and agree to the disclosure and select “Enroll Now”.

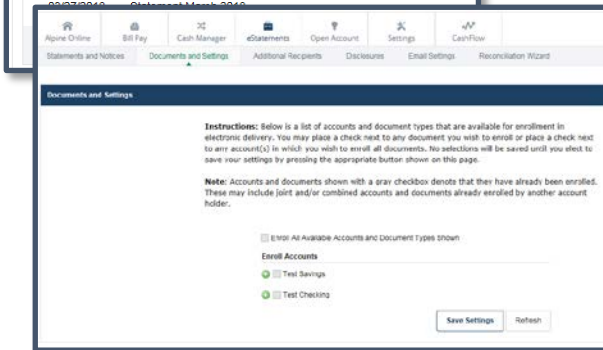
When the Enrollment Confirmation appears, click “OK”.



### Step 3: Statements and Notices

Once your account(s) are set up for eStatements, you will receive your next statement electronically.

View, save and/or print your most recent statement under “Statements and Notices”.



### Step 4: Documents and Settings

To add or remove accounts from eStatements, select “Documents and Settings” and checkmark each account you would like setup for eStatements. Leave accounts you would like to receive paper statements for un-checked. Click “Save Settings” to update your statement preferences.



## eStatements

### Step 5: Additional Recipients

You may add “Additional Recipient(s)” to eStatements by entering their email address and creating a username and access PIN.

The additional recipient will receive an email notice when an eStatement is available and will be prompted to enter their assigned username and access PIN before viewing.

### Questions?

Please contact us at (970) 254 – 2747 or toll-free at 800-551-6098.

Thank you for your business!