

## Steps to Set Up Your e-Statement Access:

- Go to [www.crossroadsbanking.com](http://www.crossroadsbanking.com)
- Click **“Online Sign-On”** and log in to your account.
- Hover over the **“Accounts”** tab and select **“e-Statements”** from the menu.
- Click the **“Pencil”** to the right of the account you wish to change your statement options for.
- Click to **“View Disclosure”**.
- Click **“Accept”** to accept terms and conditions.
- Under **“Delivery Options”** change from **“Print”** to **“Electronic”**.
- Make sure your e-mail address appears beneath **“E-mail List”**.
- If no e-mail address is listed click the green plus sign to **“Add New”** and an e-mail address will appear.
  - If the correct email address does not appear with this action, please go to the **“Options”** tab, choose **“Update Customer Info”** and change or add the correct email address.
- Choose the **“Alert Methods”** you prefer to receive your statement notification.
- Click **“Submit”** to save your statement preferences.
- Click **“Submit”** again to verify you are changing your e-Statement options.
- Click **“Cancel”** to return to the e-Statements menu.
- Repeat the steps above for each account upon which you would like to begin receiving e-Statements.

## To View Your e-Statements:

- Go to the **“Accounts”** tab and select **“e-Statements”** from the menu.
- Make sure your pop-up blocker is off for our website.
- Select the date range of statements you would like to view and your statement will appear in a new screen.