



How to Sign Up for eStatements

1. Login to your Northstar Bank online banking. *Note: If you do not have online banking access, you must enroll in Northstar Bank's online banking before you can sign up to receive eStatements.*
2. Click on the eStatement tab
3. Northstar Bank's Online Agreement and Disclosure will appear, please read this agreement. If you agree to this, you will need to enter the "Validation Code" that appears at the top of the agreement and click on "I Accept". *Note: You may also print or save the agreement.*
4. Once the eStatement enrollment process is completed, you will receive monthly email notifications informing you when your statement is available online. You will login to Northstar Bank's online banking system to view your account statement.

Note: You will need a current version of Adobe Reader installed on your computer, which can be downloaded for free at www.adobe.com.

How to View eStatements

1. To view your eStatement, login to Northstar Bank's online banking.
2. Click on the eStatements tab.
3. Click on the PDF icon, under view, for the statement that you want to view. *Note: eStatements are available for one rolling year.*
4. Click on open.

How to Print/Save eStatements

1. To print or save your eStatements, login to Northstar Bank's online banking.
2. Click on the eStatements tab.
3. Click on the PDF icon, under view, for the statement that you want to view.
4. Click on open.
5. To Print- go to File, Print. Your PC's printer option will open, where you can select your preferred print options.
6. To Save- go to File, Save as. Your PC's save as options will open, where you can choose where to save your eStatement.

Note: To view or print eStatements, you will need a current version of Adobe Reader installed on your computer, which can be downloaded for free at www.adobe.com.



How to Turn Off eStatements

1. To turn off eStatements, login to Northstar Bank's online banking.
2. Click on the eStatements tab.
3. Click on Preferences
4. Locate the account that you would like to turn off eStatements for.
5. Using the drop down option, choose the Printed/Mailed Only option.
6. Click on Update Preferences.

How to Turn On eStatements

1. To turn on eStatements, login to Northstar Bank's online banking.
2. Click on the eStatements tab.
3. Click on Preferences.
4. Locate the account that you would like to turn on eStatements for.
5. Using the drop down option, choose the Electronic Only option.
6. Click on Update Preferences.