

## e-Notifications Document Enrollment Steps:

*Follow these easy steps to receive your e-Statements and Notices electronically.*

1. Log in to **bank@home** using your **bank@home** ID and password.
2. Click on the e-Notifications option located on the menu bar.
3. Click on the "Details" link to view the statements and notices that are available for electronic delivery. Mark the box beside each document you wish to receive electronically, then click the "Save Settings" button.
4. Enter your email address.
5. Enter a security phrase that will be displayed in the subject line of the e-Notifications emails and on the e-Notifications retrieval site.
6. View the enrollment passcode by selecting the "Click Here" link. The passcode will open in a new window. Please enter this code in the box where requested.
7. Review the terms and conditions and check the box beside "I agree to the listed terms."
8. Click "Enroll Now."
9. Log out of **bank@home**.
10. You will receive an email confirming the accounts and notices you have successfully set up for electronic delivery.

*If you did not receive the email, please contact our Customer Service Center at 1.888.677.7869 or 717.530.3530.*

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# Retrieving e-Notifications Documents:

*Follow these simple retrieval instructions to access your e-Notifications documents.*

When a document is ready for retrieval, Orrstown Bank will send a notification email to the address you entered when signing up for e-Notifications. Follow the steps below to retrieve your document:

1. Login to **bank@home**.
2. Click the "e-Notifications" option from the menu bar.
3. Click on "Statements and Notices" for a list of documents available for viewing.
4. Click "View" to open the document you wish to view.

If you need assistance, please contact our Customer Service Center at 1.888.677.7869 or 717.530.3530.



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