

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 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. Test your ability to view e-Notifications documents by using the "Click here to see a sample document" feature. A new window will open which tests your computer settings.
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.ORRSTOWN or 717.530.3530.

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Retrieving e-Notifications Documents:

Follow either of these simple retrieval methods 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. To retrieve your document directly from this email, follow the steps below:

1. Double-click on the attachment to open it.
2. Verify that your security phrase appears on the login page and enter your **bank@home** ID and password.
3. Your document will be displayed.

If you are having trouble receiving emails from Orrstown Bank and are not able to retrieve documents using the steps listed above, you may retrieve your e-Notifications documents while logged into **bank@home**. To retrieve your documents using this method, follow the steps below:

1. Login to **bank@home**.
2. Click the e-Notifications option from the menu bar.
3. Click on the Statements and Notices section to view your documents.

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