FS|B FIRST STATE | BANK

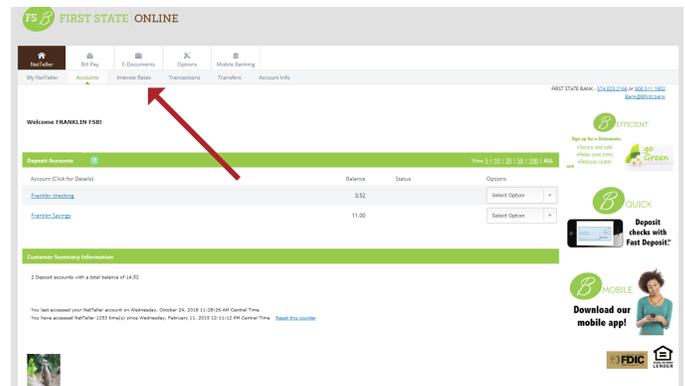## Hometown Values Since 1910

E-Document Setup Guide

574-825-2166
www.BFirst.bank

Electronic Document Enrollment

1 Visit www.Bfirst.bank and login to your Online Banking.

2 Click on the E-Documents tab to enroll.

Once you have selected the E-Documents tab, complete the next five steps to finish enrollment:

1 Verify that all document types may be sent electronically* (click "Details" to view the list of document types).

2 Verify your email address on file.

3 Enter a security phrase to be displayed in the subject line on all valid emails sent from this site.

4 Enter passcode "eDocs" (case sensitive)

5 Check "I agree" to the listed terms. (You will need to scroll to the bottom of the terms and conditions disclosure before the "I agree" check box becomes active.) You may also click in the bottom right corner to see a sample statement.

6 Upon enrolling, you will receive an email message as a confirmation. Note that your security phrase will appear in the subject line.
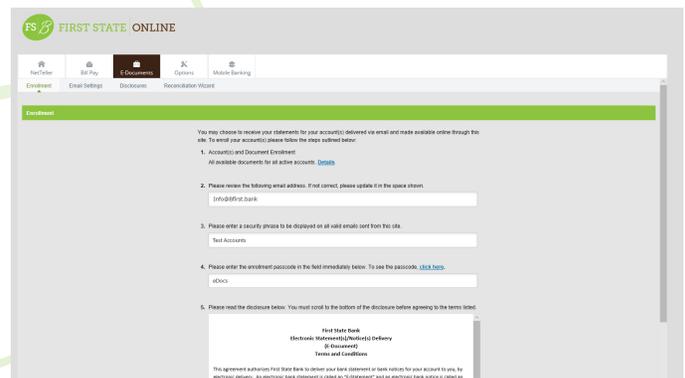
*By default, all document types are selected for all accounts. Clicking on "Details" will list all your accounts currently on NetTeller that are eligible for E-Documents. If you have other accounts that should be on NetTeller and do not display, please contact us for assistance.
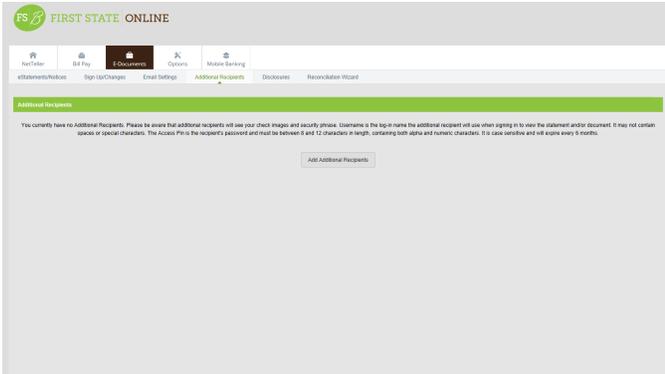
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Additional Recipients

You may choose to add an additional recipient for your electronic documents. **This recipient will NOT have access to any Online Banking functions or accounts.**

1 Select the "Additional Recipients" menu then click "Add Additional Recipients."


Please be aware that additional recipients will see your check images and security phrase.

2 Enter the recipient's email address, and assign them a Username and PIN. Click "Save." When the recipient logs in for the first time, they will be prompted to change the password.
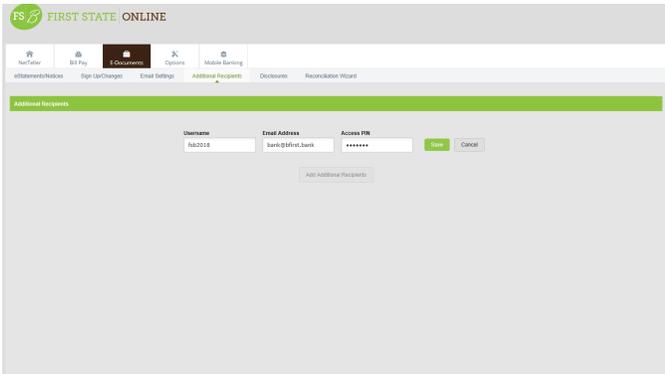
3 Click "Assign Documents." This will allow you to choose which documents you want the additional user to receive. Click "Save Settings."
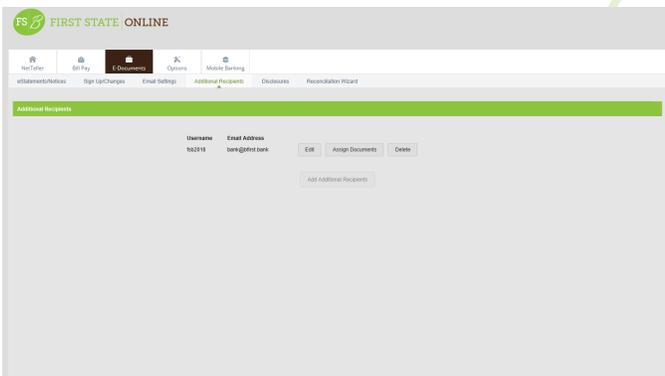
4 When a statement or notice is generated, an email will be sent to you notifying you that it is available in your E-Documents tab.

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