Enrollment Instructions for eDocs

1. When you are prompted to enroll in eDocs, select **click here** to enable your Adobe® Reader®, and then enter the **Enrollment Verification Passcode** that displays into the enrollment field.
   Note: *This passcode is case-sensitive and verifies that you are able to view eDocs. If you are unable to view this passcode, please update your Adobe Reader software.*

2. Read the terms and conditions then select **I Accept** to finalize your enrollment. You are enrolled in eDocs once you have accepted the terms and conditions.

Receiving Documents in Online Banking

When a document is generated, you will receive an email notification. You can access your documents within the eDocs tab in Online Banking.

Adding eDocs to existing User(s)

The only user that is initially set-up to receive electronic statements is the Administrator. To add eDdocs to an existing user:

1. Click **Cash Manager**
2. Click **Users**
3. Click **CM User List**
4. Next to the user select **Account Settings**
5. Click the check box next to: Statement inquiry and View Electronic Documents
6. Select **Submit**