

Accessing Electronic Statements Guide – via Online Banking

Step 1: Receive email notification when eStatements are available.

The notification will be received at the email address identified during eStatement enrollment and display the security phrase chosen during eStatement enrollment.

From: The Bank of Charlotte County <bookkeeping@bankofcharlotte.com>

Date: February 25, 2020 at 11:08:40 AM EST

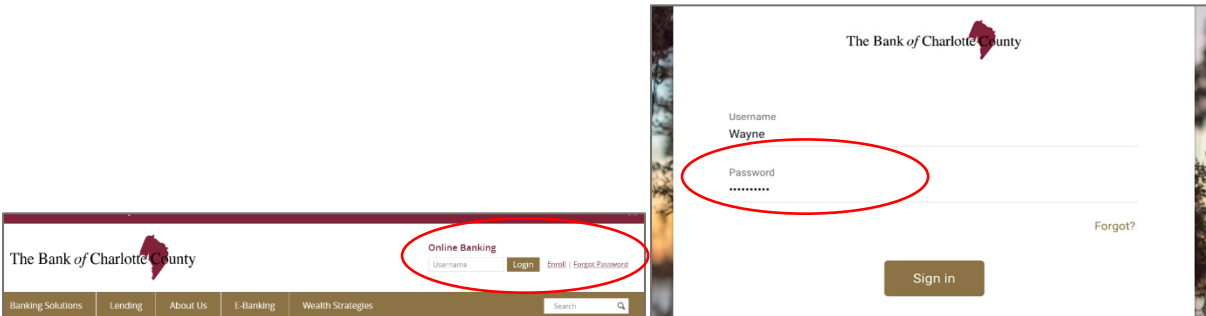
To: Youraddress@email.com

Subject: Security Phrase Chosen at Enrollment

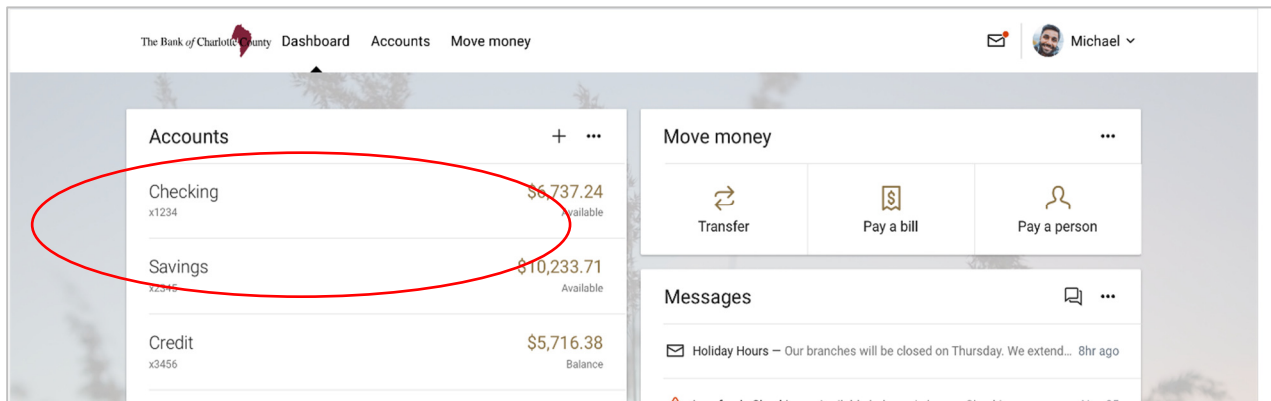
Your document is now ready to view. The document is stored for 18 months. You may save the document to your computer for future reference. If you have any questions regarding your document, please contact us.

Step 2: Log into your Online Banking Account via link at www.bankofcharlotte.com

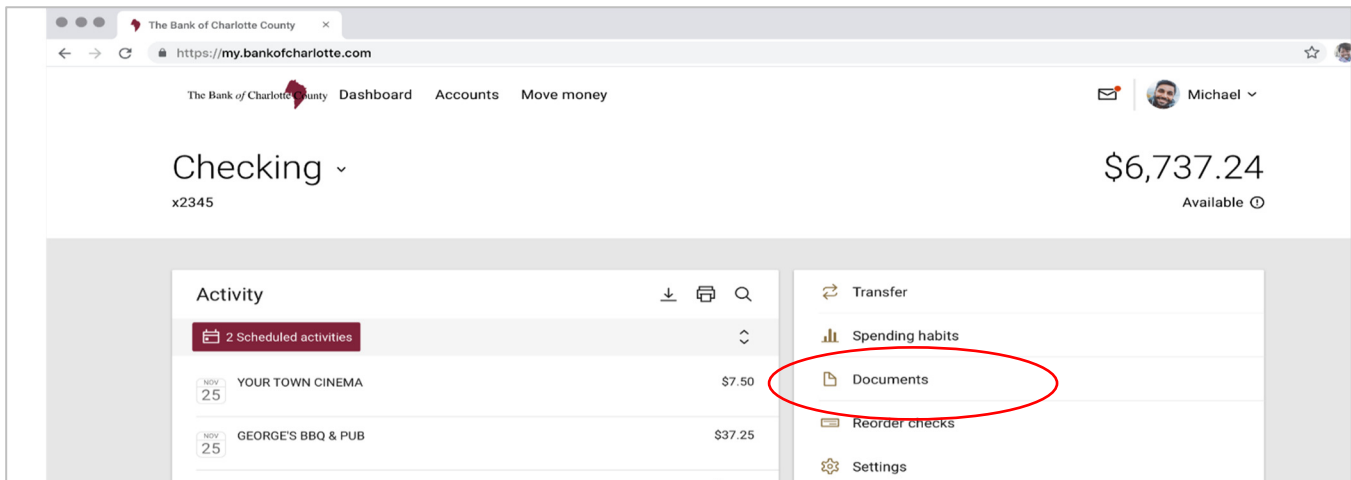
Visit www.bankofcharlotte.com from a desktop or laptop computer or mobile device. Enter your Username in the field in the upper right. Then, enter your Password in that field on the login screen.



Step 2: From the Dashboard, select a checking or savings account enrolled in eStatements.



Step 3: Once on the Accounts page, select Documents.



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Step 4: On the Documents page, select EStatements/Notices tab.

A list of available eStatements are listed for the selected account on the EStatements/Notices tab. Click View to see the desired eStatement.

The screenshot shows the online banking interface for The Bank of Charlotte County. The top navigation bar includes the bank's logo, "Dashboard", "Accounts", and "Move money", along with a mail icon. Below this, the "Documents" section is active, with "EStatements/Notices" selected. Other options include "Sign Up/Changes", "Email Settings", "Additional Recipients", and "Disclosures". The main content area displays "Checking x2345" and a table of eStatements:

Date	Description	View Details
02/28/2020	eStatements February 2020	View
02/20/2020	eStatements February 2020	View

The "View" links in the table are circled in red.

Step 5: The chosen eStatement will be displayed.

Electronic Document

The screenshot shows the electronic document viewer. The top left corner displays "eStatements_February_2020" and the top right corner shows "1 / 2". The main content area features the bank's logo and the text "The Bank of Charlotte County". Below the logo is a search bar containing "The Bank of Charlotte County Website". The document content includes the following text:

Date 2/28/20 Page 1

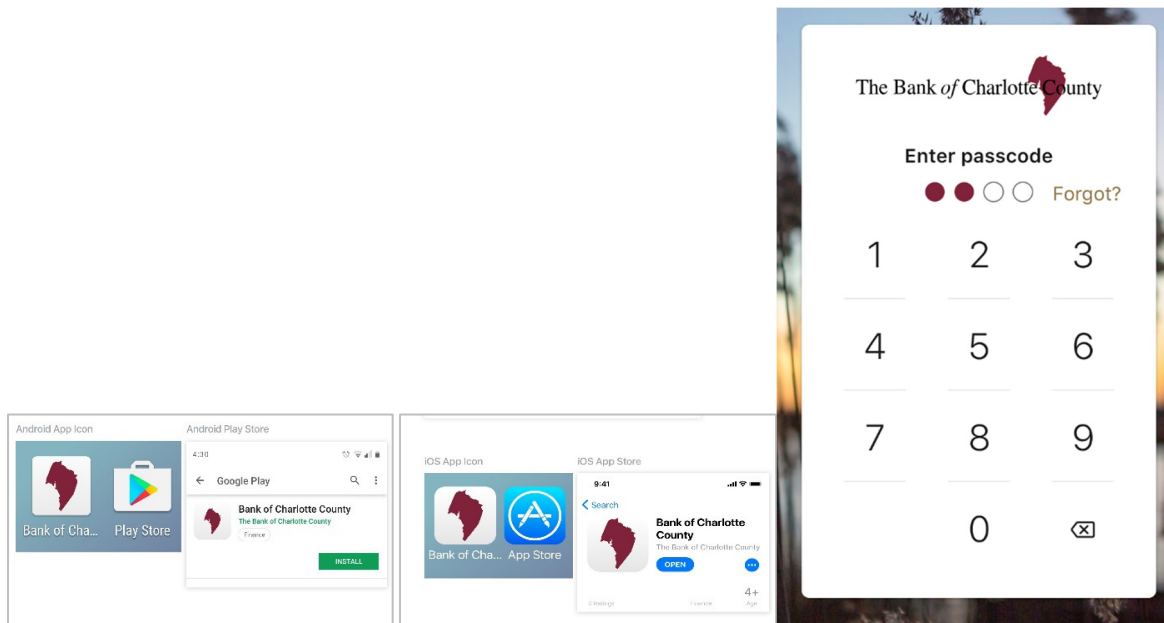
Account Owner Name
Street Address
City, State Zip

Accessing Electronic Statements Guide – via Mobile Banking

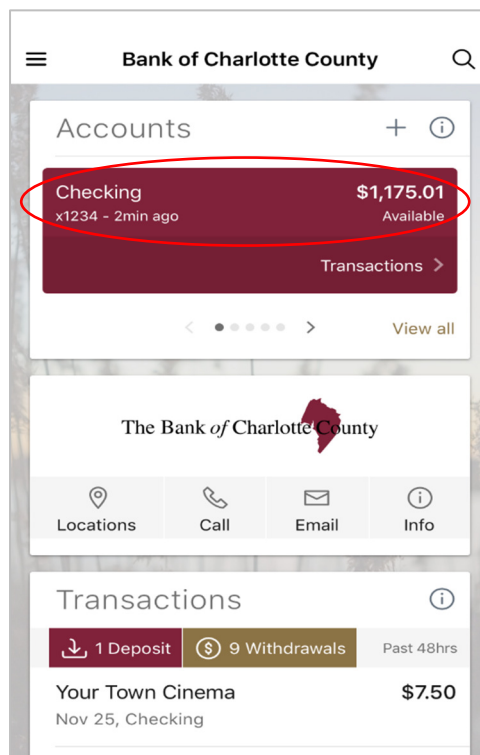
Step 1: Receive email notification when eStatements are available. See Online Banking Step 1.

Step 2: Log into your Mobile Banking Account via the Apple App or Google App.

Open the Mobile Banking App on your mobile device. Enter Passcode, as indicated.



Step 3: From the Dashboard, select a checking or savings account enrolled in eStatements.



Steps 4-5: Follow these steps as outlined in the Online Banking instructions.

Just note that the mobile app screens present information in a vertical (up and down) orientation, instead of horizontally (side by side) as in Online Banking.