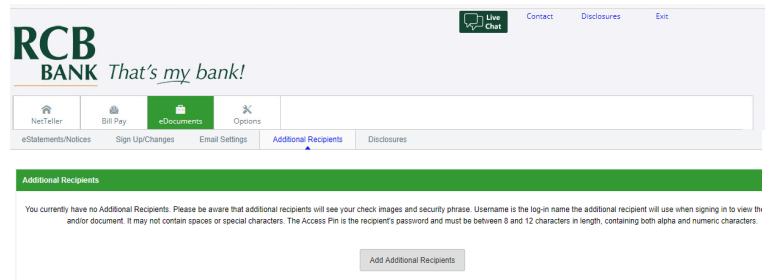


# Add Additional Recipients

## To Receive eDocuments

1

Click **eDocuments** tab.  
Click **Additional Recipients**.  
Click **Add Additional Recipients**.



2

Create a username and PIN for additional recipient and add their email address. Click **Save**. Now you will assign documents.

*Give username and PIN to your recipient. They will use this to sign in.*

3

Click **Assign Documents** and check boxes of accounts you wish to send to your recipient. You can give recipient access to all eDocuments within an account, or select individual eDocuments for them to see.

**Instructions:** Below is a list of accounts and document types that are available for enrollment in electronic delivery. You may place a check next to any document you wish to enroll or place a check next to any account(s) in which you wish to enroll all documents. If you uncheck any document or account, you will be unenrolled in electronic delivery for those applicable documents and/or accounts. No selections will be saved until you select the "Save Settings" button.

**Note:** Accounts and documents shown with a gray checkbox denote that they have already been enrolled. These may include joint and/or combined accounts and documents already enrolled by another account holder.

4

After clicking **Save Settings**, you will see a disclosure page. Please read through, then click **I Agree** to continue. You may print the disclosures for your records by clicking **Print**. Adding an additional recipient is complete.

*To add multiple recipients, repeat steps above for each additional recipient.*

if you change your e-mail address, it is your responsibility to notify your financial institution with the new address as soon as possible to avoid delays in receiving your eStatement.

#### ACCEPTANCE OF DISCLOSURE

Once you have read the disclosure, check the checkbox below and click on the "Accept" button to acknowledge that you understand the terms of this disclosure.

#### E Statement Authorization

I understand I will no longer receive paper statements and agree to receive my account statements electronically. You may at any time request a copy of a paper statement. Additional fees may apply. Refer to the most recent Schedule of Fees provided for more information.

I also agree to review my E Statement promptly each month, and will notify the bank immediately of any suspected errors, alterations or irregularities, including unauthorized access to my account.

I understand I may request paper statements again at any time by contacting RCB Bank Customer Service, but such request will terminate this E Statement Authorization for the referenced account.

✓

### Process complete.

Additional recipients will receive an email with a PDF link to sign in with their username and PIN to view assigned eDocuments.

**\*Note: Utilize the latest version of Adobe to open and access your PDF link for eDocuments.**

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**Get in touch.** 855.226.5722 | RCBbank.bank