Add Additional Recipients
To Receive eDocuments

E-Statements

eStatements/Notices	Sign Up/Changes	Email Settings	Additional Recipients
Disclosures			

RCB Bank

Additional Recipients

You currently have no Additional Recipients. Please be aware that additional recipients will see your check images and security phrase. Username is the log-in name the additional recipient will use when signing in to view the statement and/or document. It may not contain spaces or special characters. The Access Pin is the recipient's password and must be between 8 and 12 characters in length, containing both alpha and numeric characters.

Add Additional Recipients

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.

Additional Recipients

Username	Email Address	Access PIN	
			Save Cancel

Add Additional Recipients

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.

Username	Email Address	
test	test@test.com	Edit Assign Documents Delete

Add Additional Recipients

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.

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.

☐ **Enroll All Available Accounts and Document Types Shown**

Enroll Accounts
- ☐ REGULAR SAVINGS 6212
- ☐ my Money Market-Pers
- ☐ myCashBack-Personal
- ☐ myInterest Ck-Pers 1
- ☐ 12 MONTH CD 8671
- ☐ 18 MONTH CD 8689
- ☐ SAFE DEPOSIT BOX SIZ

Save Settings **Refresh** **Go Back**

account type. Please refer the most current Fee Schedule or account disclosures provided during account opening.

You agree to review your electronic statements and/or notices promptly each month and will notify the bank immediately of any suspected errors, alterations or irregularities, including unauthorized access to your account.

ELECTRONIC STATEMENTS & NOTICES AGREEMENT AND TERMS AND CONDITIONS (February 2021)

I Agree **I Do Not Agree** **Print**

✓ 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.

? Get in touch. 855.226.5722 | RCBbank.bank

RCB BANK MEMBER FDIC