

## How to Enroll in E-Statements:

E-Statements are an easy, convenient, and more secure way to access your monthly statements. Enroll today by following these easy steps:

1. Click on the “E-Statements” menu option on the left-hand toolbar.
2. As a first-time enrollee for E-Statements, you will be prompted to verify your account’s enrollment. Select the account, date and Document Type.
3. You will then be prompted to verify that you can open and read a .PDF file. Denver Community’s statements are generated as .PDF files.
  - 3a. A screen will appear asking you to generate a .PDF file. Click “GET CODE”.
  - 3b. A PDF will be displayed with a code on it. Copy and paste the code into the box and click “Verify”.
4. Read and agree to the disclosures that are displayed.
5. Enter the email address you would like your E-Statement notification email to be sent to. (Please note that we will not send your statement(s) to your email. You will only receive an email notifying you that your statements are ready to view within your Online Banking account.)
6. Click “Submit.”

***Congratulations! You are now enrolled in E-Statements.***

