

4 Simple Steps to receive E-Statements

Step One:

Sign on to your internet banking account and go to the E-Documents Tab.



Verify your E-Mail address and select a security phrase.

The security phrase will be included in the subject line when you receive notice that your statements are ready.

Email Settings

All documents will be sent to the following email address:

All authentic emails will contain the following security phrase:


Select the Save Settings icon to send a test email.

Save Settings

Step 2

Sign on to your email account and open the test email sent from West Valley National Bank with the security phrase embedded in the subject line.

A sample statement is sent as an attachment. Open the sample statement with your internet banking user ID and password



WEST VALLEY
NATIONAL BANK

Your security text should appear in the box below:

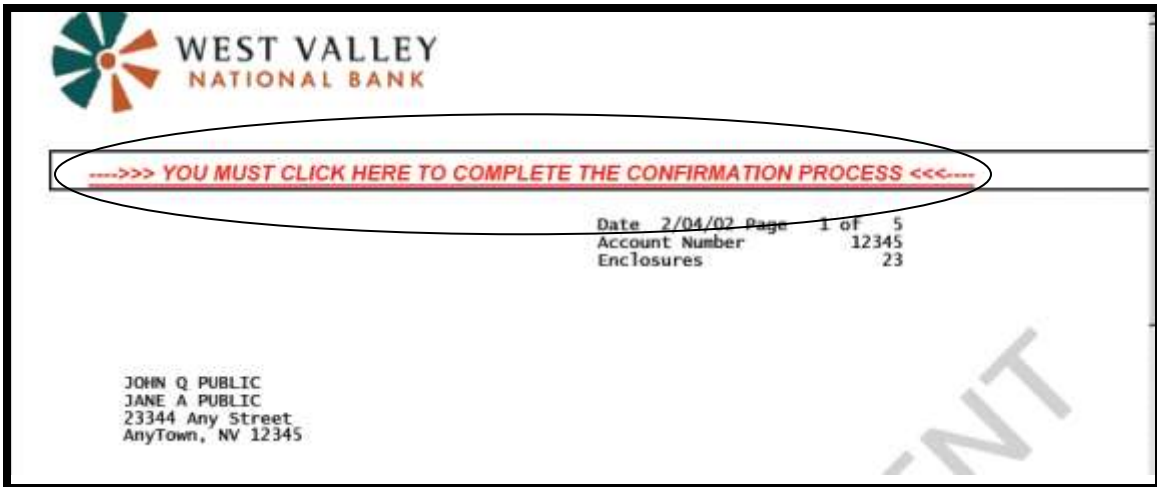
Username:

Password:

Login

Step 3

Once you have signed on to the sample statement select the link at the top of the page to be directed back to your internet banking account.



Step 4

Once you have signed back in to your internet banking account you will need to select the accounts that you wish to add to E-Statements.



Save your settings and except the E-Statement terms and conditions and you are finished!