

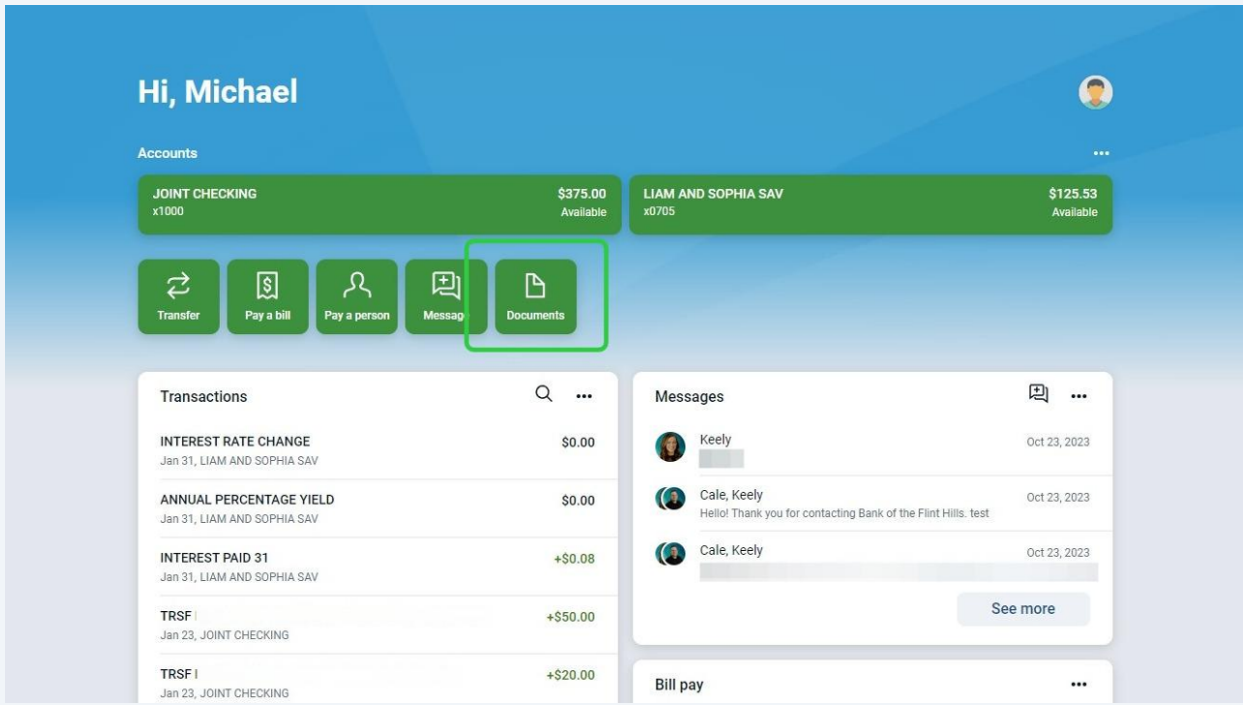
Working with E-Statements



Enrolling your Account(s) in E-Statements

1

From your online banking dashboard, click on the "Documents" button



2 Review the agreement and select "Accept"

Documents agreement

Bank of the Flint Hills

Electronic Statement(s)/Notice(s) Delivery

Terms and Conditions

This agreement is made between you and Bank of the Flint Hills and provides your request and consent to receive statements and notices for your deposit, CD, savings and loan account(s) by electronic delivery. These electronic statements and notices are called "E-Documents" or "E-Docs".

By enrolling for E-Docs, you are electing to receive your statement(s)/notice(s) by email. Once enrolled, you will no longer receive a paper statement/notice by U.S. mail. From then on, you will only receive your statement/notice by email. Although you are opting out from receiving your statement(s)/notice(s) by U.S. mail, you have the option to receive a paper statement, at any time, by request. A fee may be assessed for a copy of a statement.

If you elect to cancel your E-Docs service and begin receiving a paper statement/notice, you may do so by making the appropriate changes to the settings in E-Docs for the account(s) you wish to cancel E-Docs for. If you cancel E-Docs for an account type that requires an E-Statement, additional fees may be assessed. The account could be changed to an account type that does not require an E-Statement. Additional account fees may apply.

There are currently no service charge fees for the use of E-Docs. However, you agree

Accept

3

Verify the email address you'd like to receive notifications at & use the check box to enroll available accounts

The screenshot shows a web interface titled "Documents" with the subtitle "Go Paperless with your Statements!". Below the title is a "Notify at" text input field. Underneath this is a section titled "Accounts to enroll" which contains two items, each with an unchecked checkbox: "JOINT CHECKING (x1000)" and "LIAM AND SOPHIA SAV (x0705)". At the bottom of the form is a green "Enroll" button. Green rectangular boxes are drawn around the "Notify at" field and the "Accounts to enroll" section to highlight the areas for verification and selection.



If you need to modify the notification email, you may do so after completing the enrollment process in the advance settings menu.

4

When ready, click "Enroll" to complete the registration process

< Documents

Documents

Go Paperless with your Statements!

Notify at

Accounts to enroll

☒ JOINT CHECKING (x1000)

☒ LIAM AND SOPHIA SAV (x0705)

Enroll

- 5 Click "Ok" once you get the success message



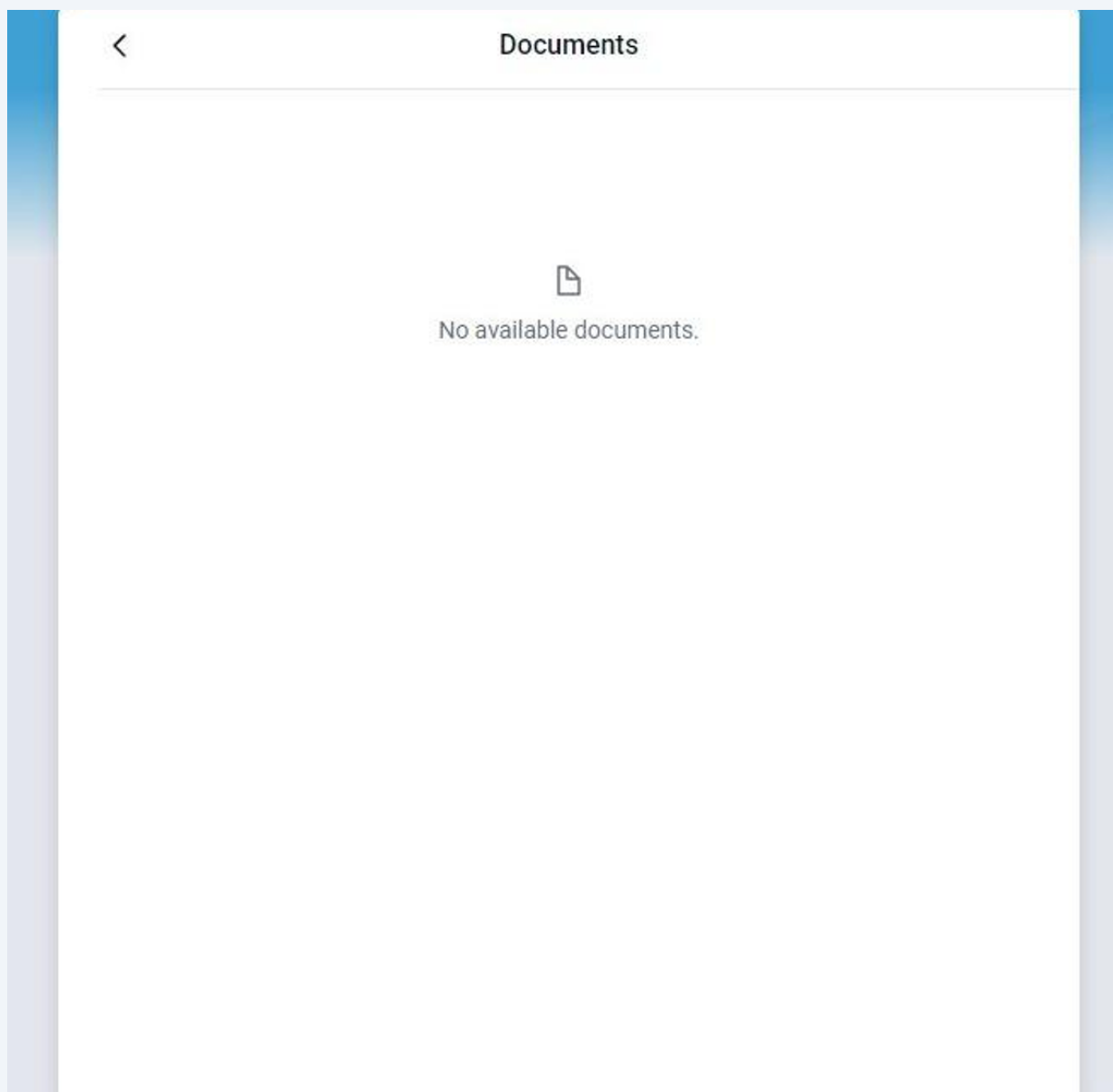
Enrolled

You can update these details in account settings.

Ok

6

Upon a successful enrollment you will see the following screen. When your statements populate, this is where you will be able to access them

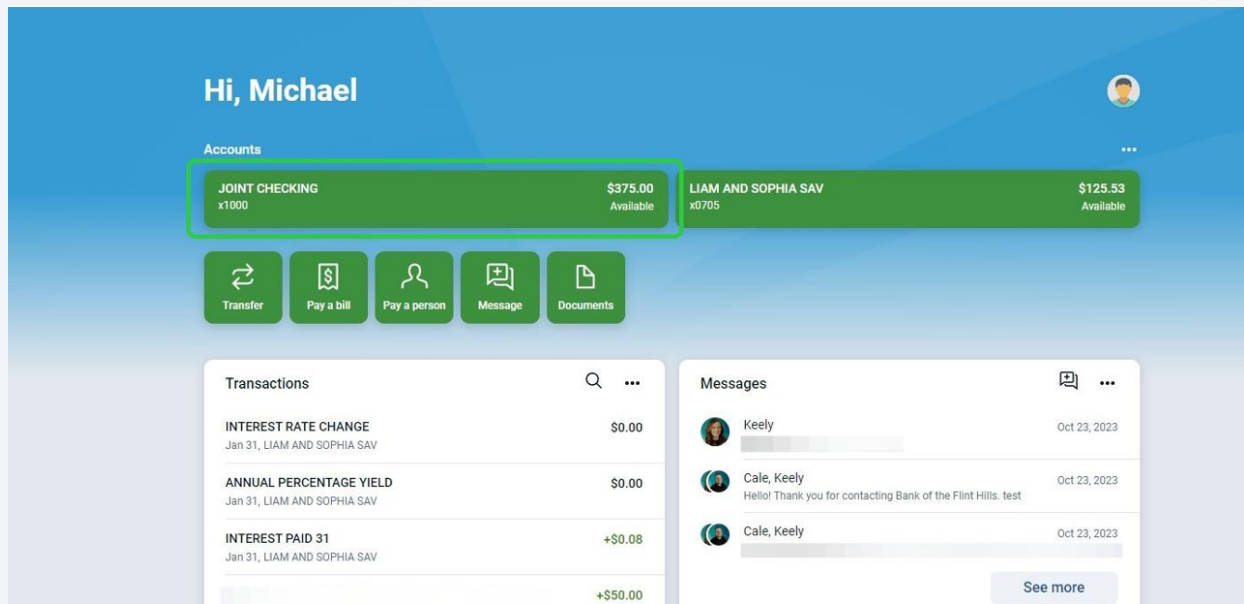


E-Statements become available after the next statement cycle following enrollment. This means you will be able to see e-statements for the account going forward from the date you enroll. If you need a previous statement, please contact Customer Service for assistance (customerservice@bankflinthills.com).

Edit E-Statement Enrollment

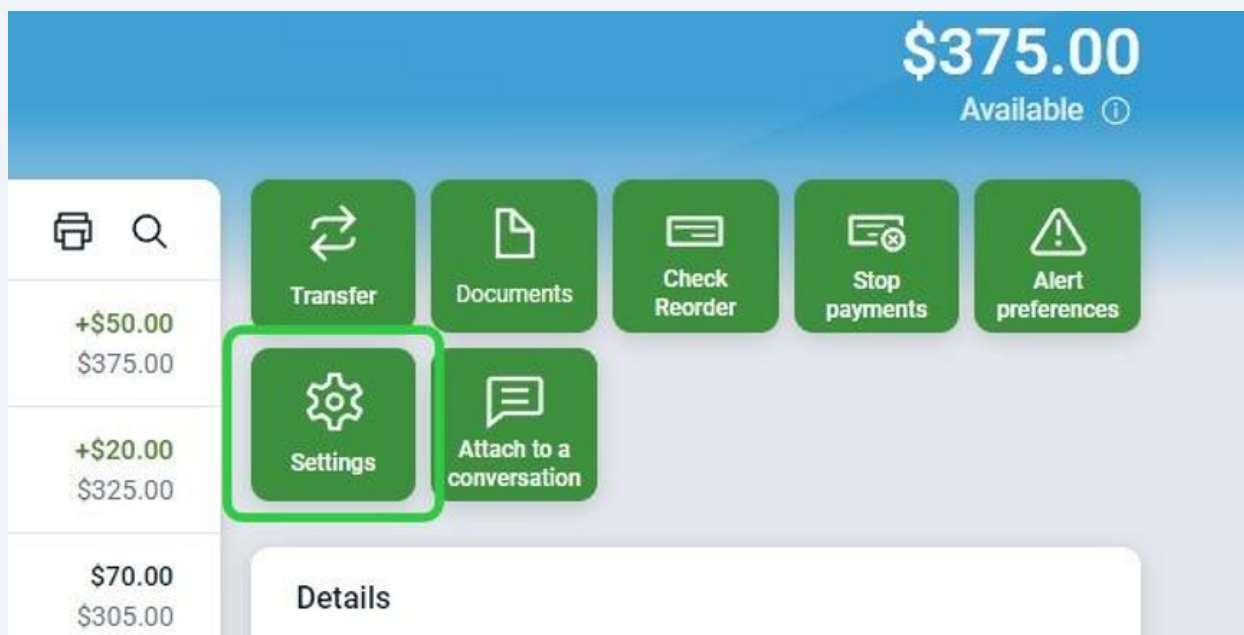
7

To edit E-Statement enrolled accounts, begin by clicking into the account you need to work with



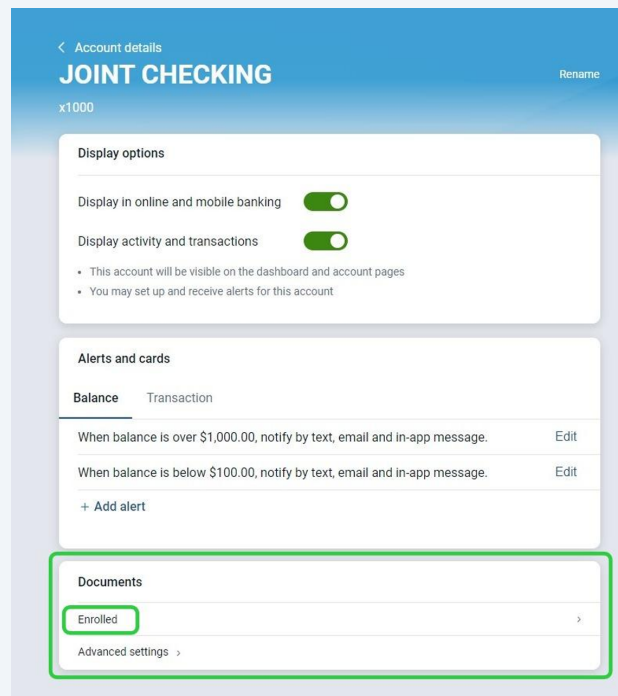
8

Next, click "Settings"



9

At the bottom of the settings page you will see the 'Documents' section and have the option to work with the "Enrolled" account or go into the "Advanced settings" page.



10

Clicking "Enrolled" will allow you to modify the enrollment status of the account you are in the setting for. To change enrollment status for other accounts, repeat steps 9-11 for each account. Click "Save" to continue.

< Documents

Documents

Go Paperless with your Statements!

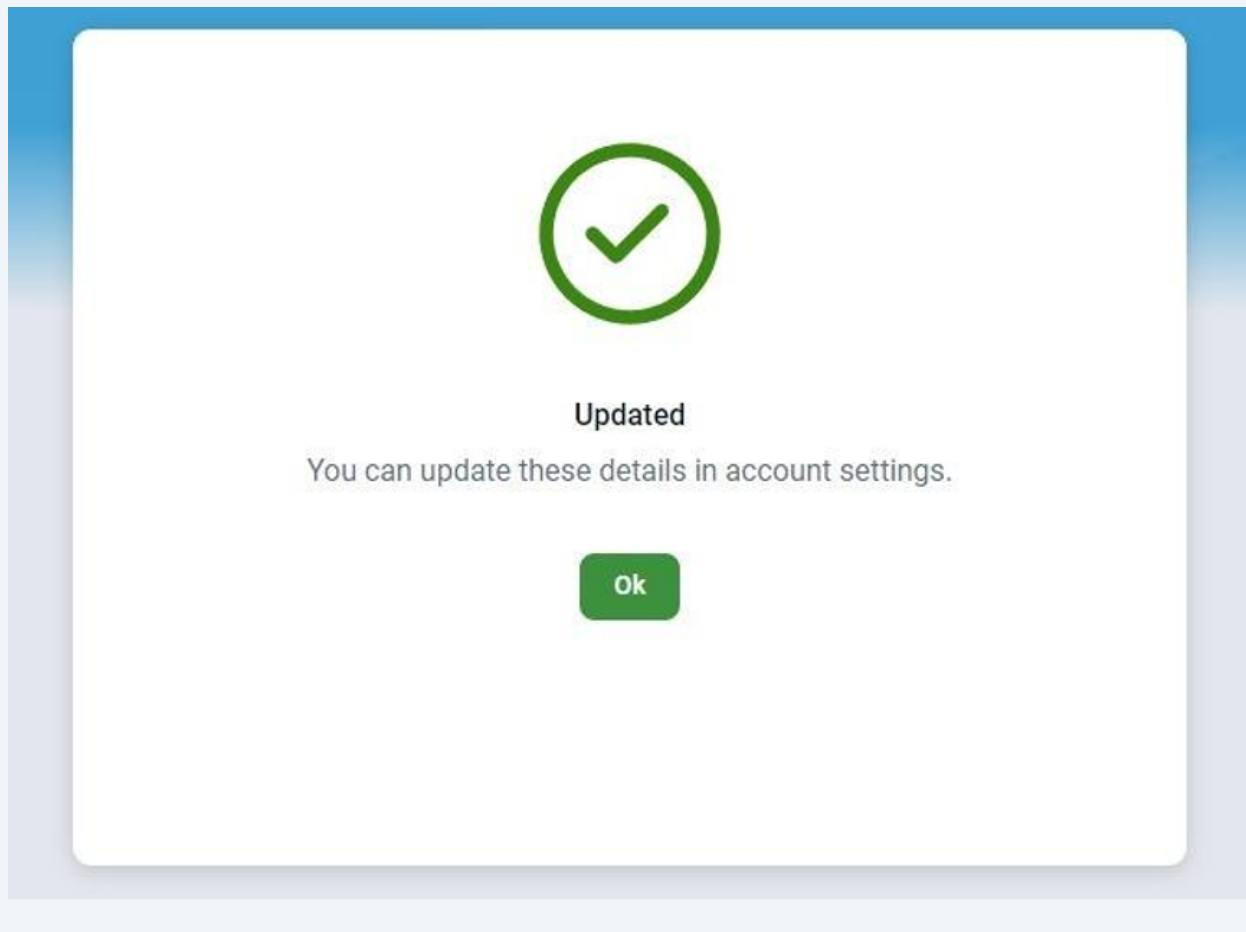
Notify at

Accounts to enroll

☒ JOINT CHECKING (x1000)

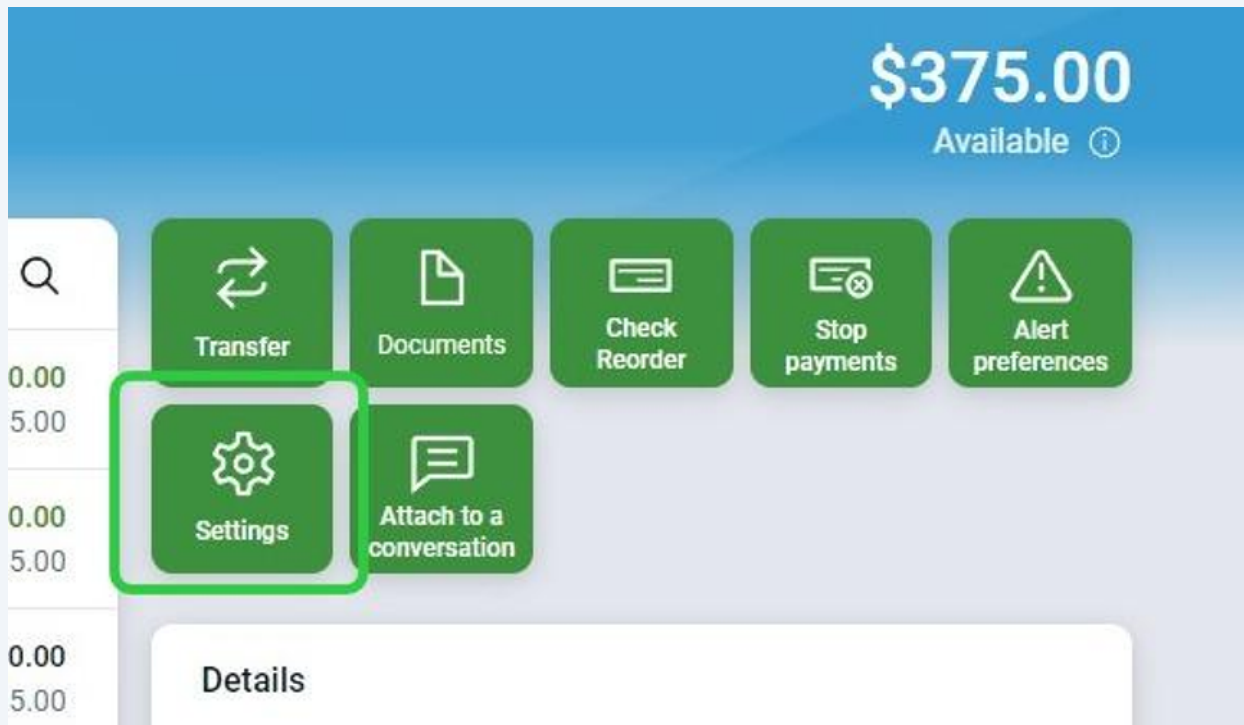
Save

- 11** After clicking "Save" your preferences will be updated

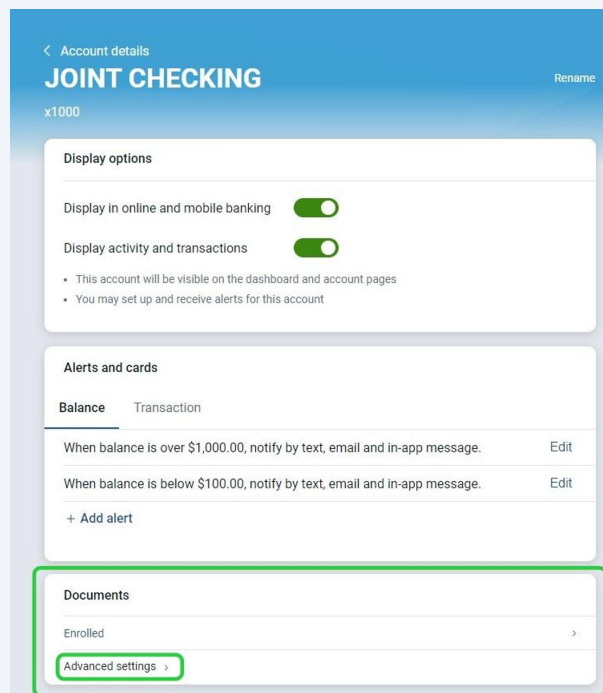


Work with Advanced E-Statement Settings

- 12 To access the advanced settings for E-Statements, first click on the "Settings" button inside the account you need to modify.



- 13 Under the 'Documents' section at the bottom of the page, click on "Advanced Settings"



14

From here you will be redirected to the Documents dashboard, where you can view your E-Statements & Notices, Sign Up or Change Account Enrollment, Change your Email Settings, Add Additional Recipients, and review the product Disclosures.

Documents

[eStatements/Notices](#) [Sign Up/Changes](#) [Email Settings](#) [Additional Recipients](#) [Disclosures](#)

Account(s)

JOINT CHECKING

▼

Document Type

All

▼

Date Range

Most Recent

▼

Filter

15

Under Sign Up/Changes, you can see all available document types for each account and choose whether to enroll or un-enroll them for electronic delivery.

Documents

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

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

▼ ☒ LIAM AND SOPHIA SAV

Enroll Available Document Types

☒ Statements

☒ ACH Customer Notice

☒ 1099 INT Tax Form

☒ Telephone/In-Person Transfer Notice

☒ Sweep Notice - Notice of Transfer

☒ ACH EDI Addendum Notification

☒ 1099-SA TaxMaster

☒ 5498-SA TaxMaster

> ☒ JOINT CHECKING

Save Settings Refresh

16

Under Email Settings, you can update the email address you are notified at.

Documents

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

All documents will be sent to the following email address:

Save Settings

17

Adding a user under the additional recipients allows you to give access to your electronic documents for individuals who need to receive them, such as an accountant or business manager.

The screenshot shows a web interface with a dark blue header bar. The header contains the text 'Documents' on the left and a navigation menu with 'eStatements/Notices', 'Sign Up/Changes', 'Email Settings', 'Additional Recipients' (highlighted), and 'Disclosures'. Below the header, a light blue box contains a message: '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. It is case sensitive and will expire every 6 months.' At the bottom of this box is a green button labeled 'Add Additional Recipients'.

18

When adding an additional recipient, you will give them a username, enter their email address and assign an access PIN for secure delivery and transmission of your statements.

The screenshot shows the same web interface as above, but with a form to add a new recipient. The form is a white box with three input fields: 'Username', 'Email Address', and 'Access PIN'. To the right of the 'Access PIN' field are 'Save' and 'Cancel' buttons. Below the input fields is a green button labeled 'Add Additional Recipients'.