

## ENROLLMENT PROCEDURES

While signed into the Internet Banking web page:

- Before starting the enrollment process verify that IB has your correct e-mail address at **Services > Change Info > Primary Email Address**. *Please note – to save new information or changes you must click **SUBMIT**.*
- The enrollment process:
  - Go to **Services > Electronic Statement**
  - View the Electronic Agreement and click the **Accept** button
  - The verification code is e-mailed to your Primary Email Address.  
Once you receive the verification code return to **Services > Electronic Statement**, copy the verification code on to the web page, place a check mark for each account that you wish to receive e-statements on, and click **Submit**.

Once this enrollment is complete the bank will update your account to reflect this change, and the hyperlink **Accounts > E-Statement** will become available, allowing you to view your e-statements.



**Atlantic Branch**  
1307 E. 7th Street  
Atlantic, IA 50022  
Toll Free: (800) 630-1210  
Phone: (712) 243-2244

**Adair Branch**  
502 Broad St.  
Adair, IA 50002  
Phone: (641) 742-3432

**Anita Branch**  
701 Main Street  
Anita, IA 50020  
Phone: (712) 762-3214

**Brewster Branch**  
224 Tenth Street  
Brewster, MN 56119  
Phone: (507) 842-5933

**Carson Branch**  
418 S. Commercial St.  
Carson, IA 51525  
Phone: (712) 484-2220

**Casey Branch**  
101 East Logan  
Casey, IA 50048  
Phone: (641) 746-3366

**Griswold Branch**  
600 Main Street  
Griswold, IA 51535  
Phone: (712) 778-2265

**Menlo Branch**  
501 Sherman  
Menlo, IA 50164  
Phone: (641) 524-4521

**Ripsey Branch**  
214 Main Street  
Ripsey, IA 50235  
Phone: (515) 436-8231

**Stuart Branch**  
615 S Division St  
Stuart, IA 50250  
Toll Free: (800) 523-8003  
Phone: (515) 523-2203

**Walnut Branch**  
300 Antique City Dr.  
Walnut, IA 51577  
Phone: (712) 784-2201

**Worthington Branch**  
229 Tenth Street  
Worthington, MN 56187  
Phone: (507) 372-2933

## E-STATEMENTS

TURN OVER A NEW LEAF 



Rolling Hills Bank & Trust is proud to offer e-statements to our customers. We

are a Community Bank with the environment at heart. Please help us to conserve our environment while enjoying a faster, more secure delivery of your statements. E-statements will provide access to your current and previous statements, with the option to print when you need them or burn them to a DVD or thumb drive for permanent storage.

As a thank you for signing up, you will receive either a 4 GB thumb drive or stainless steel water bottle; limit of 1 per household or business. After you complete your enrollment, stop by your local Rolling Hills Bank & Trust office to pick up your 4 GB thumb drive or stainless steel water bottle.

Please access our website:  
[www.rollinghillsbank.com](http://www.rollinghillsbank.com) to enroll.

Enroll today – save paper  
save mailing time – save trees



Q. What is an E-Statement?

A. E-Statements are the electronic delivery of your monthly or quarterly statements, which takes the place of your mailed paper statement.

Q. How do I enroll for E-Statements?

A. All enrollments must take place while logged in to Internet Banking. The exact steps required are listed on the other side of this brochure.

Q. Can I enroll if I do not have an email address?

A. No a valid email address is a requirement for enrollment.

Q. What do I do if I do not receive my verification code when I enroll?

A. The automated enrollment process will send the verification code only once, if it fails to be delivered then you must call your local branch or Atlantic for assistance.

Q. Who do I call if I cannot access or print my e-statement?

A. Call your local branch or Atlantic for assistance.

Q. Can I receive a paper statement as well as an E-Statement?

A. No, you can receive either a paper or electronic statement. You will not receive both.

Q. What must I do now that my email address has changed?

A. You can change your email address while logged on to online banking by clicking on **Services > Change Info > Primary Email Address**.

Q. When will the current statement be made available for download?

A. Statements are published the next business day after the statement cycle is cut off.

Q. How do I know when I can access my current statement?

A. We send an email notice on the day the statement cycle cuts off.

Q. How far back can I view my E-Statements?

A. We will maintain a 24 month record of statements. E-Statements are available to download 24 - 7, 365 days a year.

Q. Is this a legal document?

A. Yes, this e-document will replace the paper statement.

Q. Will this require any special software?

A. It will require Adobe Reader, which is available free at <http://www.adobe.com>

Did you know that you can receive e-mail and text alerts informing you of activities to your account that you specify? For example Logons to your account, Deposits, or when your account drops below a predefined dollar amount. You can set up your alerts at **Services > Alerts**

Did you know that secure e-mail is available in Internet Banking? Bank Mail provides a means of messaging bank employees that does not travel through the normal insecure email route. The messaging service is found at **Services > Bank Mail**



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