

## HOW TO REGISTER

To register for **eStatements** and **turn your paper statements off** you must have an online banking profile. You can review online banking registration steps [HERE](#).

**Step 1:** Visit [www.investarbank.com](http://www.investarbank.com) and sign into your online account profile.

**Step 2:** Select “Accounts” from the menu then “Documents” then “Statement Preference.”

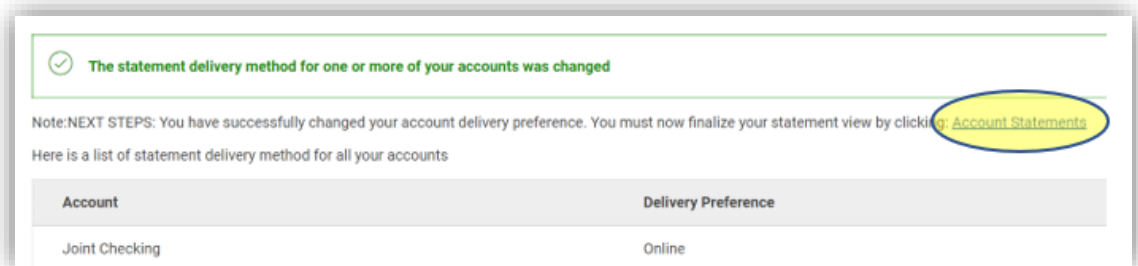
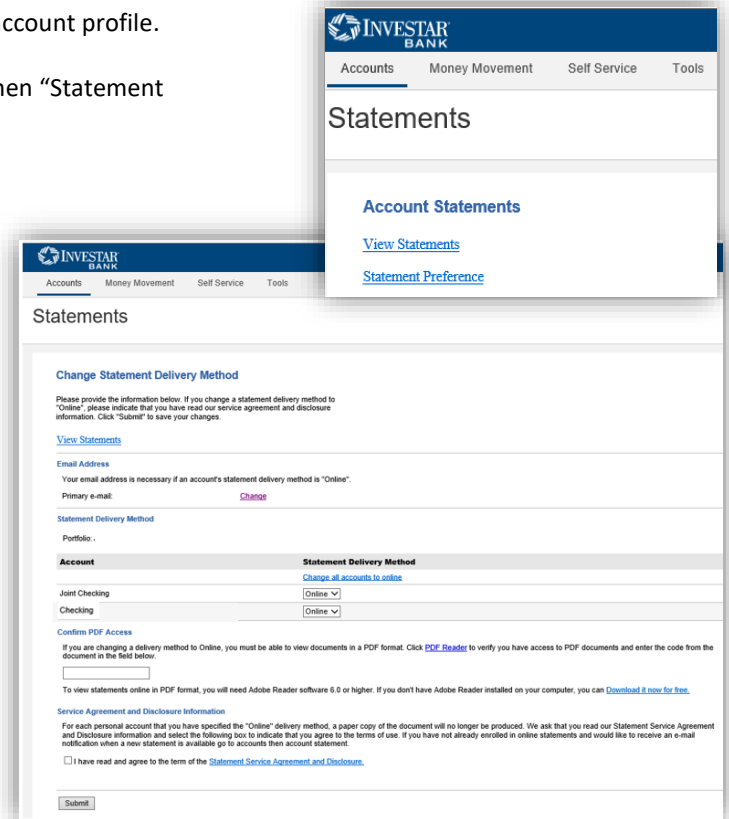
**Step 3:** Change Statement Delivery Method to “Online.”  
For each account listed, you may turn off the paper statement by selecting “Online.”  
(If you are a business account holder, you must choose each business profile, then “Go” before selecting your account choices.)

**Step 4:** Confirm PDF Access.

To view statements online, you will need to confirm your PDF Access by selecting “PDF Reader.” If the computer or device has Adobe Reader installed and it is up to date a new page will appear with a confirmation code. You will copy the code, close the screen and enter the confirmation code in the blank box under Confirm PDF Access. If you do not currently have Adobe Reader installed on your device you may download it for free using the link provided on the screen.

**Step 5:** Select the “Statement Service Agreement and Disclosure” link, once reviewed, you may close the window and click on the check box next to I have read and agree. Click “Submit.”

**Step 6: Final Steps.** In order to record all changes, you must click the link shown on your confirmation page “Account Statements.”



### Additional Notes:

Please keep in mind, all online banking user accounts must be utilized at least every six months or the account will go inactive disabling the user’s ability to login. Once an account is inactive the user is required to undergo the self-enroll and eStatement enrollment process again.

**IMPORTANT: Email Address Verification** – check your email address for accuracy, as this information will be used to notify you when the statement is ready to be viewed.