# eStatement Enrollment Guide

To enroll in eStatements, you must first be an SCB Online Banking user. To learn how to enroll in Online Banking, please read the Online Banking Enrollment Guide.

When you initially enrolled in Online Banking, you may have been prompted to enroll in eStatements before actually gaining access to your accounts. Assuming that you were not prompted, declined, or postponed enrollment, the following instructions will guide you through the electronic statement enrollment process.

Enrollment begins by logging on to your SCB Online Banking at **www.sagecapitalbank.com**. Once you have logged in the Online Banking homepage is displayed, locate the "User Options" tab in the green toolbar at the top of your screen. Click on "User Options."
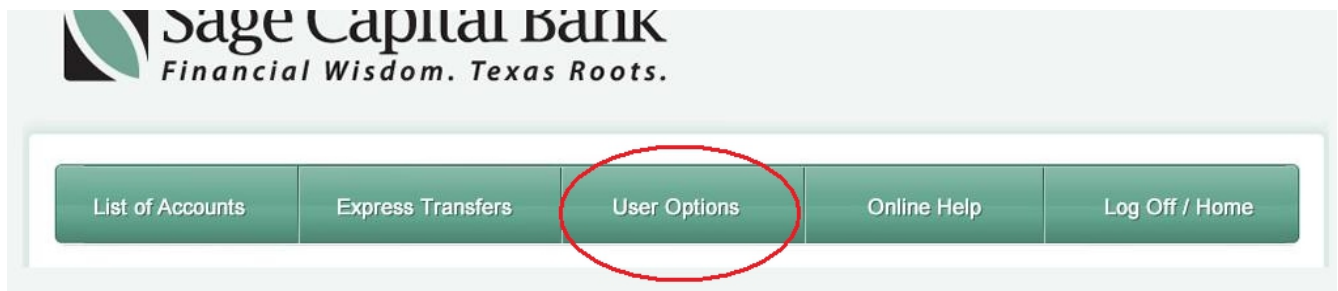
The User Options page of Online Banking, allows you to do things such as update your password, security questions, your multi-factor authentication image, set up or change mobile banking, and enroll in eStatements.

Scroll down to the bottom of the User Options page to locate the eStatement enrollment section.

Options

Password	
Password:	***********
Edit	

E-Mail	
E-Mail:	
Edit	

Security Data

Authentication Image:

Authentication Pass Phrase:

Challenge Question 1 :	What is your maternal grandmother's first name?
Answer:	
Challenge Question 2 :	What is the name of your first employer?
Answer:	
Challenge Question 3 :	What was the model of your first car?
Answer:	

[Edit]

Security Question and Answer

Question:	**********
Answer:	**********

[Edit]

Mobile Banking Profile

Enrollment Status: Enrolled   [Manage Device(s)]

Account Nicknames

###20##REGULAR PERSONAL	POD
###2##INSTALLMENT SIMP INT	

[Edit]

Primary Account

Primary Account: POD

[Edit]

eStatement Enrollment

Primary Accounts

Account	Enrollment Status	Primary Account Owner Email
POD	Not Enrolled	

Secondary Accounts

Account	Enrollment Status	Primary Account Owner Email

No accounts found where you are a secondary owner.

[Edit]

Click on the the "Edit" button in the eStatement Enrollment section. The enrollment screen will open and you will see your primary and any secondary accounts that are available for enrollment. The email address you provided during the Online Banking enrollment process will pre-populate in the first email address area. At this time, make sure the email address is correct and then type it again in the "Confirm Email Address" field. Then check the boxes next to the accounts you wish to enroll. Next, check the box next to the eStatement terms

and conditions.   Once you have checked the necessary boxes and confirmed your email address you will then need to click the "Accept" button to continue enrollment. If you do not wish to enroll and wish to exit, simply select "Decline" or "Ask Me Later."

eStatement Enrollment

Information

Sage Capital Bank now offers safe and secure eStatements! Save time and trees by enrolling your accounts today. Select the account(s) you choose to enroll from the list below, supply a valid email address so we can notify you when your statement is ready to be viewed, and accept the terms of use to get started.

eStatement Enrollment

Primary Accounts

	Account	Enrollment Status	Primary Account Owner Email	
☑	POD	◉ eStatements	Verify or Change E-mail Address:	JohnDoe123@yahoo.com
			Confirm E-mail Address:	

Secondary Accounts

Account	Enrollment Status	Primary Account Owner Email

No accounts found where you are a secondary owner.

☑ The owner(s) of the account(s) hereby accept and agree to the following: 1) This agreement applies only to account statements listed in the eStatement enrollment area. 2) The Account Reconcilement and Disclosure form (Regulation E – Error Resolution Procedures) that is typically printed on the back of statement pages will be available to you in the eStatement section of www.sagecapitalbank.com. 3) By making an account statement available in electronic format, Sage Capital Bank satisfies all requirements for production and distribution of the account document. Paper documents will NOT be printed for accounts that are enrolled for eStatement delivery. 4) The customer can cancel eStatements at any time. 5) A message will be sent to the e-mail address provided by the customer when documents for their account are available through Online Banking.The customer is responsible for informing the Bank of any change in such e-mail address. 6) E-mails returned to the Bank as "Undeliverable" will be reviewed and reasonable attempts will be made by the Bank to identify a current e-mail or postal mail address. 7) The customer can access their eStatements by signing-on to Online Banking and clicking on the Documents button. 8) The Bank reserves the right to suspend or cancel this service at any time.

[Accept] [Decline] [Ask Me Later]

After selecting "Accept", you will be directed back to the "User Options" screen and you will see a message indicating your eStatement enrollment was successful.

List of Accounts	Express Transfers	User Options	Online Help	Log Off / Home

Options

Info

eStatement Enrollment Completed Successfully.

Password

Password: ***********

[Edit]

Now that you have successfully enrolled in eStatements, you will no longer receive paper statements in the mail. If you wish to cancel your eStatements and return to paper statements, simply contact SCB customer service.

When you have statements ready to view, you will be sent a notification email from the "eStmts Mailbox". In this email you will find a link to the Sage Capital Bank website and instructions on how to locate and view your eStatement.

Abode Reader is required to view Electronic Statements. To download the free Adobe Reader visit www.adobe.com.

If you do not have the "eStmts Mailbox" email available, here are the steps to access your statement.

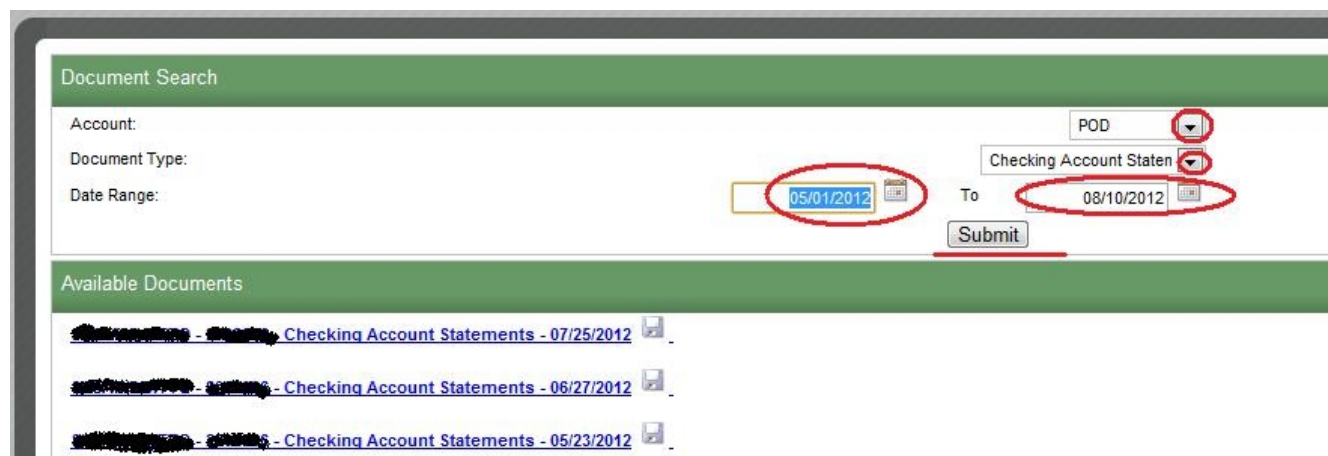*Log in to Online Banking using your Access ID and authentication information
*Hover your mouse over "List of Accounts."
*Hover your mouse over the account you wish to view the statement for
*Click on "Documents."
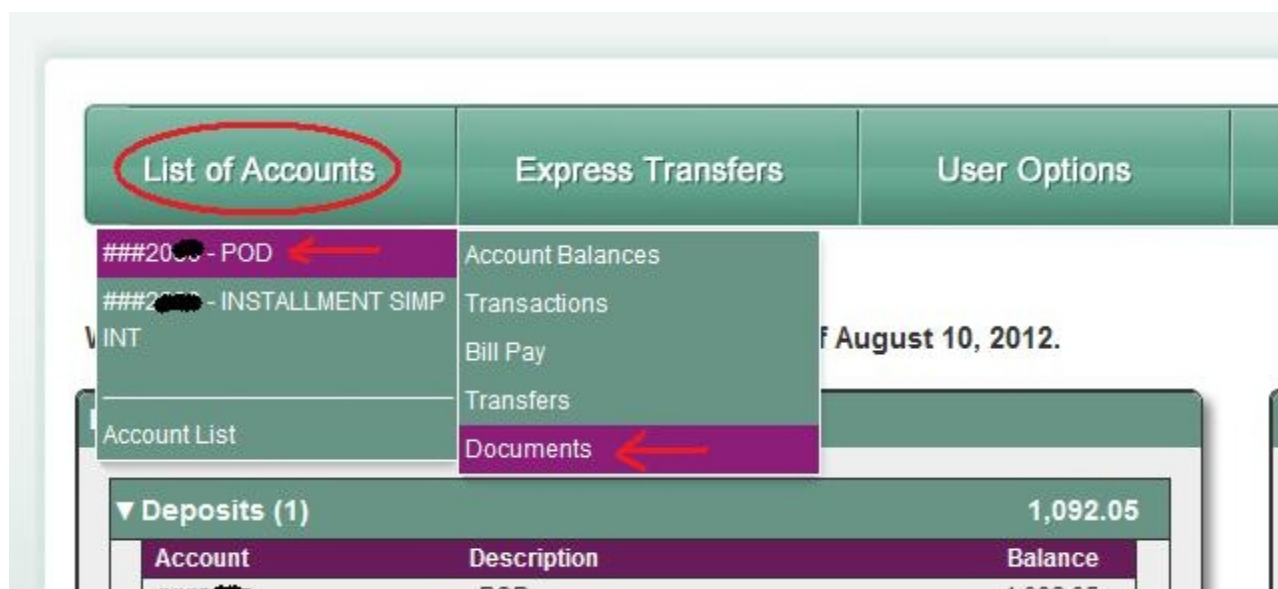
After you click on "Documents" a new window will open where you will select the account and date range you wish to see statements from.

Enter the Date Range in which to search for statements and click "Submit." When the search is complete click on the statement you wish to view. If you wish to download and save a statement, simply click on the disk icon next to the statement.

To print a statement, simply open the statement and click on your printer icon on your toolbar if available, or right click with your mouse on the statement and select print option from the menu.

When you are done viewing your eStatement(s) and wish to return to your Online Banking home page simply click on the X in the bottom right corner of the window. This will close only the pop up window and return you to Online Banking.
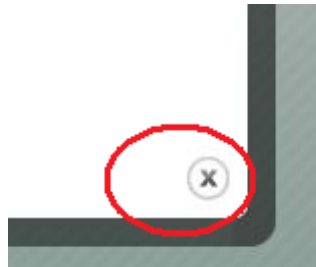
Thank you for enrolling and using eStatements!