



*Friends you can bank on.*

## **Our New eStatements:**

### **A Quick Reference Guide**

**Our new eStatements offer increased speed and several additional capabilities. To assist you in navigating these new eStatements, refer to the pages in this guide.**

**You will still be able to access your original eStatements for several months under the “Archived Statements” link in your Internet Banking. You will access the new eStatements, including those from May 2011 forward, by clicking on the “Online Statements” link. Clicking on this link will open your eStatements in a new browser.**

**If the eBranch can offer further assistance at any time, please contact us at 1-800-360-8044 or at [ebranch@legencebank.com](mailto:ebranch@legencebank.com). Thank you!**

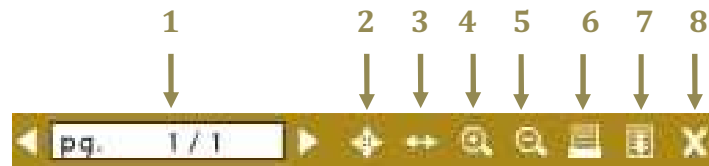
The screenshot displays the Legence Bank eSTATEMENT interface. At the top, there is a navigation bar with buttons for "Reconciliation", "Disclosure", "Feedback", and "Log out". Below this, a search bar contains the text "Free / No Fee Business Checking (#3003202)". The main content area is split into two panels. The left panel shows a "STATEMENT OF ACCOUNT" for the account "Free / No Fee Business Checking (#3003202)". It includes a "BUSINESS CHECKING SUMMARY" table and a "DAILY BALANCE SUMMARY" table. The right panel shows a list of accounts with the selected account "Free / No Fee Business Checking (#3003202)" highlighted. Three arrows point from text labels to specific elements: "See Page 3" points to the account number, "See Page 5" points to the navigation bar, and "See Page 4" points to the account list.

See Page 3

See Page 5

See Page 4

**This is a screenshot of what you will see when you click on the Online Statements button in your Internet Banking. The most recent statement of your primary account will automatically load to the left of the screen. Within this particular statement, you have several options. For more information on these options, see page 3.**



- 1) You can click on either arrow to **view other pages** of this statement.
- 2) You can click here to make the statement **fill the page**.
- 3) You can click here to make the statement **fit the width** of the screen.
- 4) You can click here to **zoom in** on the statement.
- 5) You can click here to **zoom out** of the statement.
- 6) You can click here to **print** the statement. If you click on this button, you will be presented with a screen of options. (See Example 6A below)
- 7) You can click here to **download** your statement. If you click on this button, you will be presented with a screen of options. (See Example 7A below)
- 8) You can click on this button to **close** the current statement. You can then use the search box to the right of the screen to find another statement. To see more about the search box, see page 3.

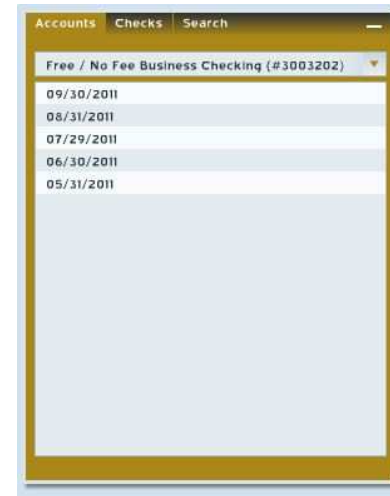
Example 6A →



← Example 7A



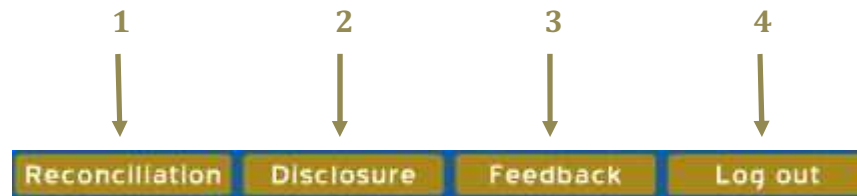
This is a screenshot of the search box as it appears upon first use. From the **Accounts tab**, you can search for past statements by date. You can also choose any of your other accounts that are set up for eStatements by clicking on the arrow beside your account name and number. It will create a drop-down list that will show all available accounts.




This is a screenshot of the **Checks tab**. You can search for any check that has cleared the bank if you know the date, amount, and/or check (serial) number.

This is a screenshot of the **Search tab**. You can search for any given word that may assist you in searching for a transaction. This may be helpful in searching for a debit card transaction if you search for the store name.





You have several options at the top of the screen as well. Details of these options are listed below.

- 1) **Reconciliation:** This link assists you in balancing your register, including outstanding deposits and withdrawals. A screenshot of this option is shown to the right.
- 2) **Disclosure:** This gives you access to your disclosure at any time once you agree to it during your first login. You can also print your disclosure at any time if you wish.
- 3) **Feedback:** This gives you contact information if you wish to reach us at Legence Bank. Please either call us at 1-800-360-8044 or email us at [ebbranch@legencebank.com](mailto:ebbranch@legencebank.com) if we can be of assistance.
- 4) **Log Out:** Either clicking on this button or the gold "X" in the top right hand corner above your search box will log you out of this browser. You will want to choose one of these options to close your session properly.
- 5) **Note:** If you minimize your search box at any time, you will have the option to recover the box by clicking on the icon below. It will be found above where the search box normally appears. 

### Balance Your Account

Outstanding Deposits	
Description:	Amount:
<b>Total:</b>	

Outstanding Withdrawals	
Description:	Amount:
<b>Total:</b>	

1. Update your account register by adding any interest earnings that are shown on your account statement.

2. Update your account register by subtracting service charge and/or activity fees shown on your account statement.

3. List any deposits that do not appear on your statement in the Outstanding Deposits column (left). Record that total.

4. Check off in your account register all checks, ATM or POS withdrawals and all automatic payments or withdrawals that appear on your statement. In the Outstanding Checks & Withdrawals column (left), list all checks, ATM, POS, automatic payments, or other withdrawals that are not checked off. Record the total.

**Ending Balance On This Statement:**

**Outstanding Deposits Total:**

**Sub-Total:**

**Outstanding Checks & Withdrawals:**

**Account Balance:**