

# WebBank WebStatement Sign-Up

**\*\*Everyone is able to view their Statements online at any time. If you want to stop receiving Paper Statements, follow these steps. By choosing to stop your Paper Statements, your monthly debit card fee will be waived\*\***

## Step 1:

- ◆ Log into your Web Bank using a desktop computer or the Federation Bank App on your Smart Phone or IPAD.
- ◆ Click the WebStatement tab from the left side menu.
- ◆ A box will pop up on your screen with your statements. Click the button at the top of the box called **WebStatements/Stop Paper**. This will generate the PDF Viewer. Type in the 4 digit code to verify you can view the document.\*
- ◆ You will then need to agree to the E-Statement Agreement.\*

\*If nothing comes up when you click the button, call your local Federation Bank Branch

## Step 2:

- ◆ Stay logged into your online banking and click the Secure Message tab from the left side menu.
- ◆ Send us a secure message with the account number(s) that you would like to stop receiving paper on and the email address where you would like the Statement notification to be sent to.



Where every customer feels like family