



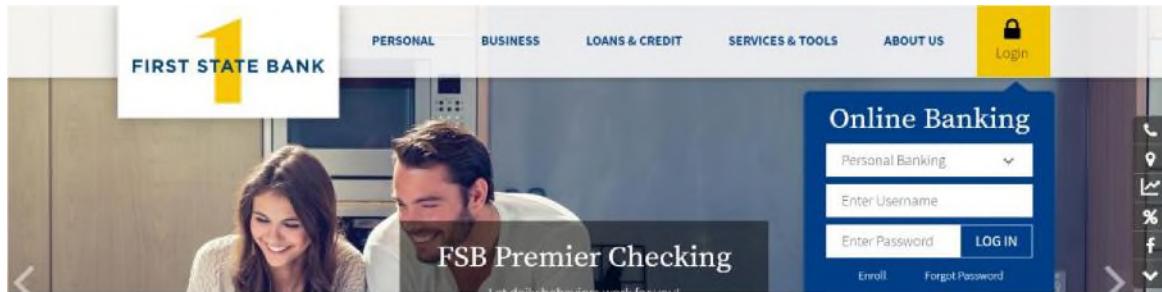
firststatebank.biz

800.362.9623

Member FDIC

## Electronic Statements User Guide • Self Enroll

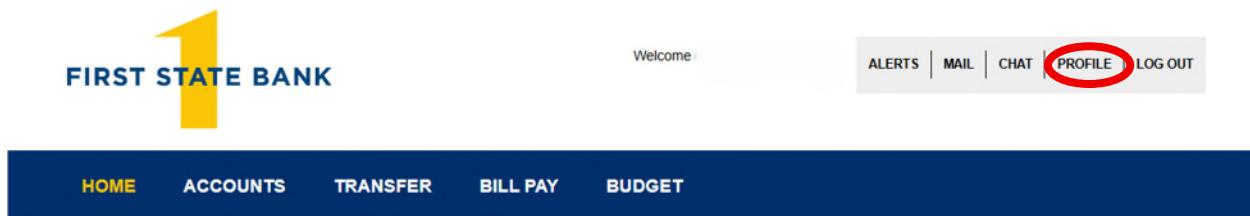
1. Go to [firststatebank.biz](http://firststatebank.biz) and click on **FSB Login** in yellow on the top right corner.



2. Sign in with your username and password. Please note: If you have not yet enrolled you will need to click on "Enroll Now" at the bottom of the page.



3. First you will want to check to see if you have your eStatements set up. Once you have logged in you will click on “Profile” in the top right corner.



4. Go Down to “Electronic Statements” and you will then click on the eStatements circle.

A screenshot of a web page titled 'Electronic statements'. The page contains a paragraph of text about the benefits of eStatements, followed by a section titled 'Accounts'. Below this, there is a table with two columns: 'Account' and 'Delivery method'. The account listed is 'XXXX1234'. Under 'Delivery method', there are two radio buttons: 'Paper' and 'eStatements' (which is circled in red).

Account	Delivery method
XXXX1234	<input type="radio"/> Paper <input checked="" type="radio"/> eStatements

5. Click the highlighted “Electronic Statements Terms and Conditions” to view the terms and conditions.

#### Terms and conditions

You must read the [electronic statements terms and conditions](#) before you can accept and continue your enrollment.

I have read and accept the electronic statements terms and conditions.

[SAVE](#) [CANCEL](#)

6. Select the box that you have read the terms and click Save. This will then change your statements to be sent electronically.

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[SAVE](#) [CANCEL](#)

## Reviewing eStatements

1. Click on the account that you would like to see your eStatements for.

The screenshot shows the First State Bank website interface. At the top, there is a yellow '1' logo and the text 'FIRST STATE BANK'. To the right, there are links for 'Welcome', 'Log Out', and 'ALERTS'. Below the logo is a dark blue navigation bar with links for 'HOME', 'ACCOUNTS', 'TRANSFER', 'BILL PAY', and 'BUDGET'. The 'ACCOUNTS' link is highlighted. Under the 'ACCOUNTS' link, there is a sub-section for 'FSBPremier Checking Account' with the account number 'XXXX1234'. To the right of this, it shows a 'Current balance' of '\$1,000.00' and 'Transfer' and 'Recent' buttons. At the bottom of the screenshot, there is a list of transactions for the account.

Transaction	Amount	Date
Deposit from ATM	\$500.00	01/01/2023
Gasoline purchase	\$100.00	01/02/2023
Food delivery	\$80.00	01/03/2023
Utilities bill	\$120.00	01/04/2023
Gasoline purchase	\$100.00	01/05/2023
Food delivery	\$80.00	01/06/2023
Utilities bill	\$120.00	01/07/2023
Gasoline purchase	\$100.00	01/08/2023
Food delivery	\$80.00	01/09/2023
Utilities bill	\$120.00	01/10/2023
Gasoline purchase	\$100.00	01/11/2023
Food delivery	\$80.00	01/12/2023
Utilities bill	\$120.00	01/13/2023
Gasoline purchase	\$100.00	01/14/2023
Food delivery	\$80.00	01/15/2023
Utilities bill	\$120.00	01/16/2023
Gasoline purchase	\$100.00	01/17/2023
Food delivery	\$80.00	01/18/2023
Utilities bill	\$120.00	01/19/2023
Gasoline purchase	\$100.00	01/20/2023
Food delivery	\$80.00	01/21/2023
Utilities bill	\$120.00	01/22/2023
Gasoline purchase	\$100.00	01/23/2023
Food delivery	\$80.00	01/24/2023
Utilities bill	\$120.00	01/25/2023
Gasoline purchase	\$100.00	01/26/2023
Food delivery	\$80.00	01/27/2023
Utilities bill	\$120.00	01/28/2023
Gasoline purchase	\$100.00	01/29/2023
Food delivery	\$80.00	01/30/2023
Utilities bill	\$120.00	01/31/2023

2. You now will see all your transactions that you have made within that account. Click on **Documents** – you will find this under your account number in a yellow box.

FSBPremier Checking Account - XXXX1234

DETAILS TRANSFER DOCUMENTS CATEGORIZE DOWNLOAD STOP PAYMENTS

### Account information

Current balance

SHOW DETAILS

### Transactions

Scheduled Pending Posted

Filter Print

Date	Description	Amount	Balance
January 1, 2026	Deposit	\$1,000.00	\$1,000.00

3. To the right of the Document Type, you will see that it says "Image NSF Notice". Click on the drop-down arrow and click "Checking eStatements". Click Submit and you will see your eStatement.

FSBPremier Checking Account -  
XXXX1234

DETAILS TRANSFER DOCUMENTS CATEGORIZE DOWNLOAD STOP PAYMENTS

### Documents

Document Search

Account:	FSBPremier Checking
Document Type:	Checking eStatements
Date Range:	<input type="text" value="01/15/2026"/> To <input type="text" value="01/14/2026"/>
<input type="button" value="Submit"/>	