



firststatebank.biz

800.362.9623

Member FDIC

Electronic Statements User Guide • Self Enroll

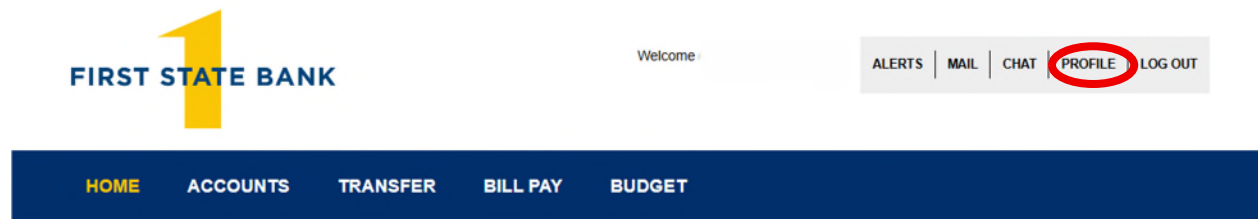
1. Go to firststatebank.biz and click on **FSB Login** in yellow on the top right corner.



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.

The image shows the 'Electronic statements' setup page. At the top, the heading 'Electronic statements' is circled in red. Below it is a paragraph explaining the benefits of electronic statements. Under the heading 'Accounts', there is a note about receiving notifications at the email address below. An 'Email' field is present. Below the email field is a table with two columns: 'Account' and 'Delivery method'. The table has one row with the account number 'XXXX1234'. In the 'Delivery method' column, there are two options: 'Paper' (with an unselected radio button) and 'eStatements' (with a selected radio button, 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.

Terms and conditions

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

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. At the top, there is a header with the bank's logo, a "Welcome" message, and an "ALERTS" button. Below the header is a dark blue navigation bar with links for "HOME", "ACCOUNTS", "TRANSFER", "BILL PAY", and "BUDGET". The "ACCOUNTS" link is highlighted. Below the navigation bar, there is a section for "FDIC" (FDIC-Insured - Backed by the full faith and credit of the U.S. Government). The main content area is titled "Home" and "Alerts". Under "Alerts", it says "You have no alerts." and there is a "Manage Alerts" button. Below the "Alerts" section is the "Accounts" section. It shows a table with one account: "FSBPremier Checking Account" with account number "XXXX1234". The "Current balance" is "\$1,000.00". There are links for "Edit Accounts", "Print", "Transfer", and "Recent" (with a dropdown arrow).

Account Name	Account Number	Current balance	Transfer	Recent
FSBPremier Checking Account	XXXX1234	\$1,000.00		

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

- 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"/>			