

Instructions for Enrolling in Electronic Statements



The preferred internet browser is Microsoft Internet Explorer, version 5.0 or higher.

1. Sign on to Online Banking.
 2. Click on the “History” icon (located in the top row).
 3. Click on the “Statements” sub-menu icon (located in the second row).
 4. If a “Consent and Authorization” screen appears, proceed to step 5.
If a “Consent and Authorization” screen does NOT appear, do the following:
 - You should see a yellow security bar just above the icons.
 - Place your cursor on this security bar and right-click with your mouse.
 - Hover over the words “Always allow pop-ups from this site” and left-click.
 - A pop-up will appear with the question “Would you like to allow pop-ups from ibs5.secure-banking.com?” Click “Yes”.
 - A screen will appear saying your current session has expired. Click “Submit” and repeat steps 1 thru 3.
 5. Read the authorization statement and click on “Accept”.
 6. Once accepted, you will automatically be taken to a screen that shows you a list of your Online Banking accounts.
 7. To view an electronic statement, click on the specific account and the system will take you to the most recent statement for the account selected.
- Note: If you have combined statements, only your primary account will show in the list when you initially sign-up for e-Statements. The Bank will “un-combine” the statements so that going forward each account number will appear in your list for e-Statement viewing.

If you have any problems or questions, please call us. We are here to help!