

e-Statement Enrollment

*(For members who are already registered for Virtual Branch. Avoid the \$3.00 printing and processing fee. Register for no cost e-Statements by **Saturday, MARCH 31, 2012.**)*

NOTE: GPCE Credit Union cannot register for you. You must register for e-Statements through the security of Virtual Branch services.

Please follow these steps to successfully register for e-Statements:

1. Log-on to Virtual Branch
2. Select: SELF SERVICE folder
3. Select: ADDITIONAL SERVICES option folder
4. Click on e-Statements highlighted in blue.

You will see an Enrolling in Electronic Statements screen.

If you do NOT see this screen and no account numbers appear in the drop down box you will need to TURN OFF your pop-up blockers for the internet. *(Click on TOOLS. Click on INTERNET OPTIONS. Click on turn off pop-up blockers. Then, go back to Additional Services option folder. Click on e-Statements.)*

5. Click on the Sign Up button
6. Review and accept the Usage Agreement page

You are now successfully enrolled in NO COST e-Statements. You will begin receiving e-messages informing you when your e-Statements are available. Notices are usually sent out at the beginning of each month. Thank you!

NOTE: If you have multiple accounts, each account should be registered individually. Your multiple account numbers will appear in a drop down box after clicking on e-Statements. Simply select the account to be registered and follow the directions as instructed above. *(After you register for each individual account the system will log you out, requiring you to log-on to Virtual Branch again.)*

If you have a share draft (checking) account you do not need to register this account, as the computer will automatically include the share draft (checking) account with the corresponding share (savings) accounts.

You will only be able to view e-Statements from the primary and/or joint account profiles you have been approved for. These account types will appear in the drop down box as mentioned above.

If you have any further questions regarding your enrollment in no cost e-Statements, please contact us at (850) 430-1961.

Thank you,

GPCE Credit Union Management