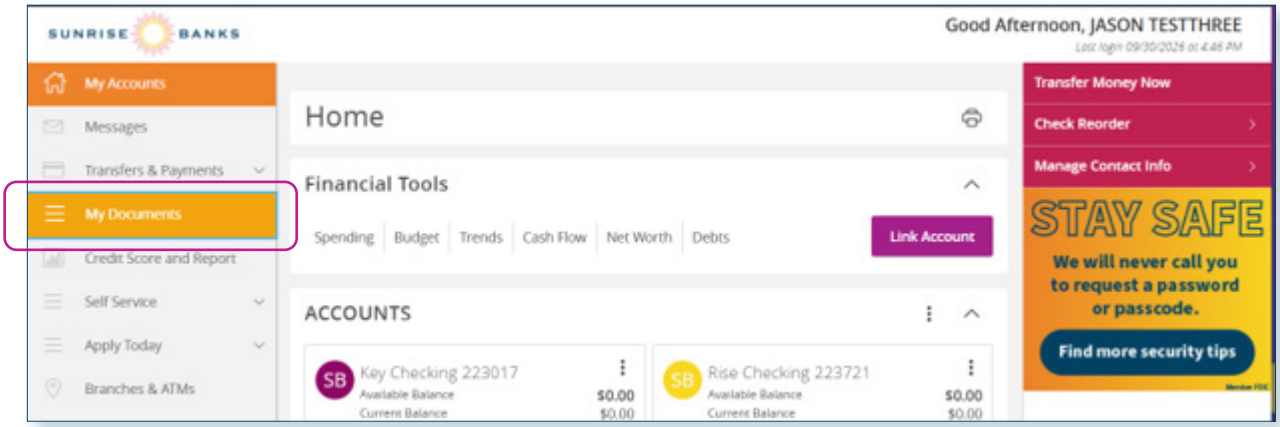
SUNRISE BANKS® *sunrisebanks.com | Member FDIC*

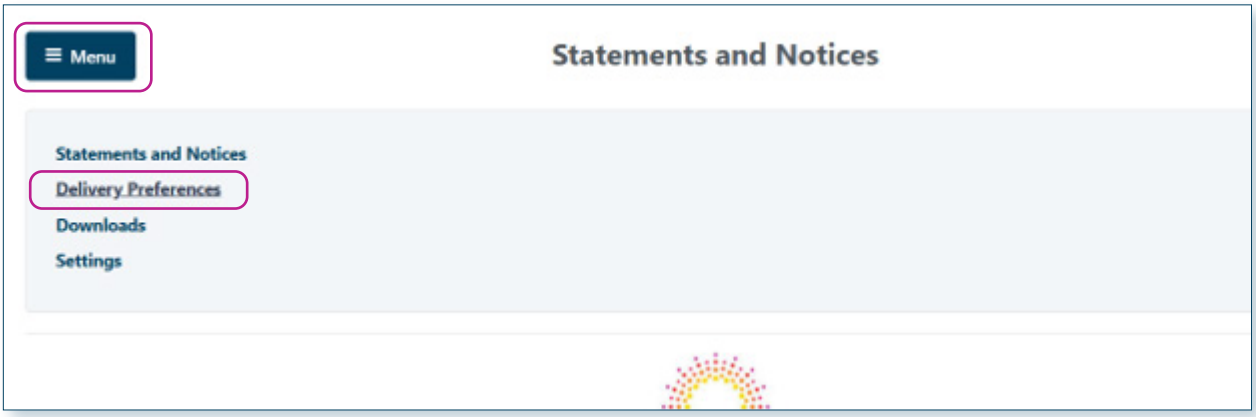
Certified B® Corporation

How to sign up for eStatements

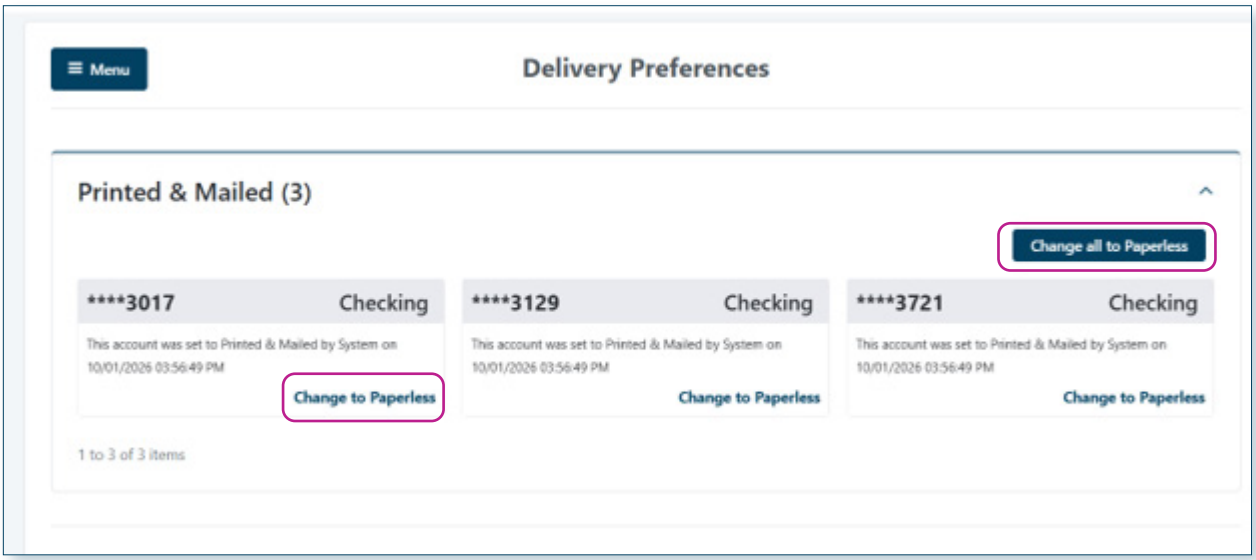
1. Sign in to Online Banking
2. Click on **My Documents**:



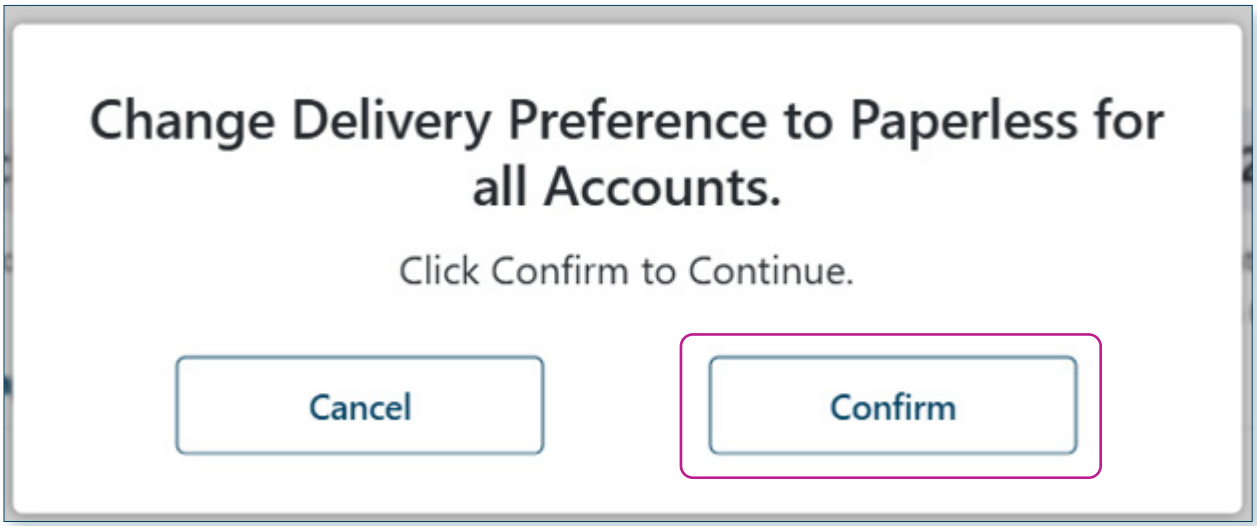
3. Click **Menu** and then **Delivery Preferences**:



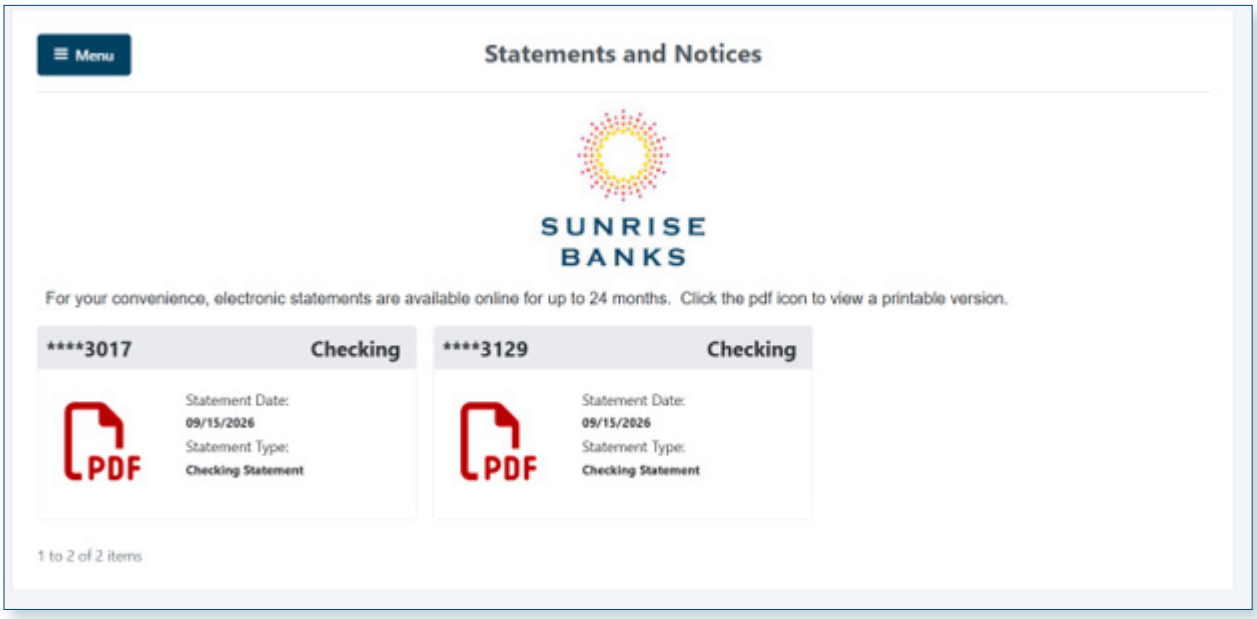
4. Click **Change All to Paperless** or **Change to Paperless** as appropriate:



5. Click **Confirm**:



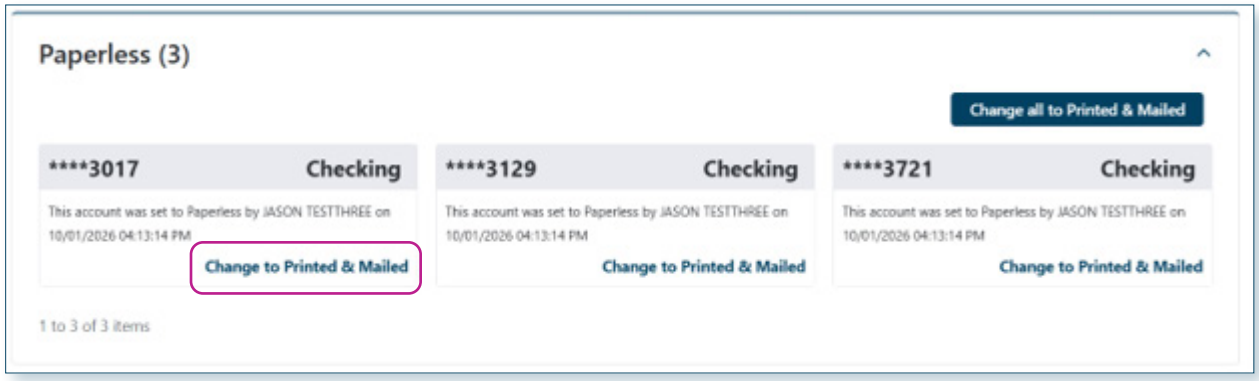
Once enrolled, the monthly statements will show up on the **Statements and Notices** page. See example below:



How to switch back to paper statements

If you want to switch back to paper statements, you can do so below by clicking **Change to Printed & Mailed**.

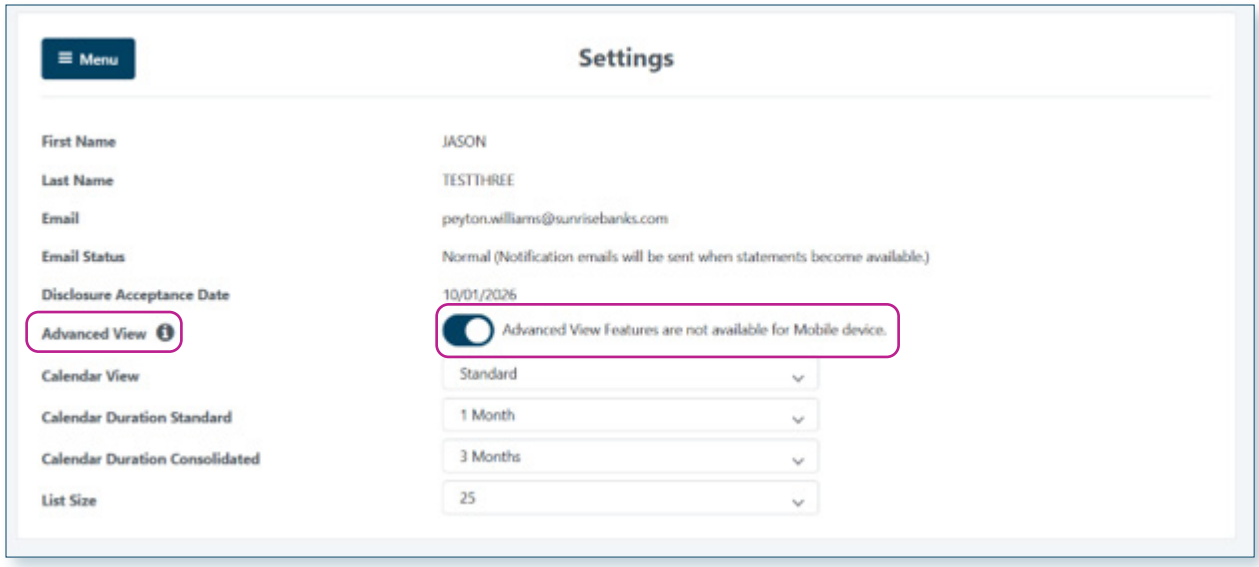
Remember that some paper statements have fees!



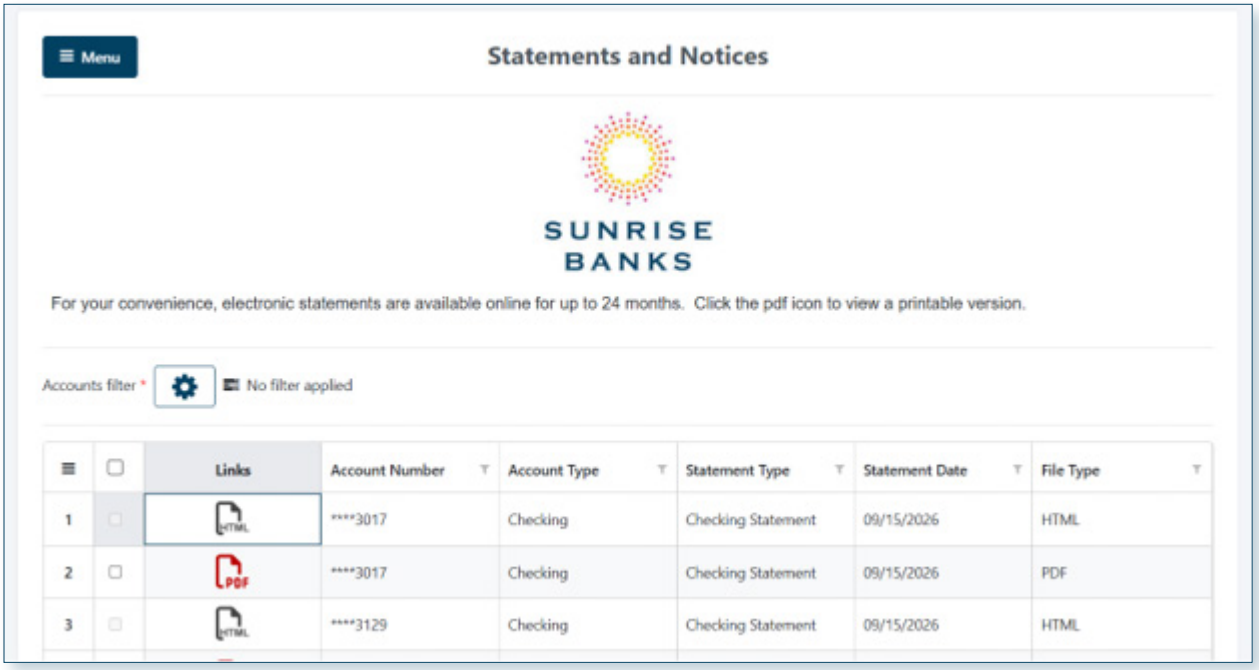
How to sort statements

If you have multiple accounts or many types of statements, you can choose an “advanced view” to see statements displayed in a sortable list.

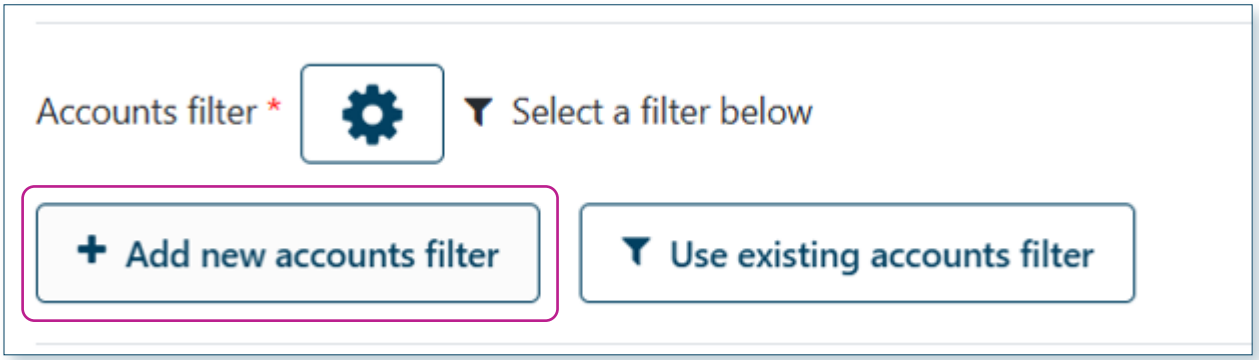
1. Go to the menu.
2. Click on **Settings**.
3. Toggle on **Advanced View.** Note that advanced view features are not available on mobile.



The **advanced view** of **Statements and Notices** looks like this:



Under the **gear icon**, the statements and notices can be sorted using filters. Click on **Add new accounts filter** to add a new view filtered by specific account numbers:



Click on **Save & Apply** to start using the filter:

