

# To Get Started with E-Statements

**Step 1:** Access the UNI Credit Union Website; [www.unicreditunion.org](http://www.unicreditunion.org)

Click on; Online Banking  
Click on; Sign up for E-Statements/View E-Statements

Step 2 through Step 4; only do these steps once, 1<sup>st</sup> time enrollment.

**Step 2:** Click on; Enroll Now! Outcome: E-Statement Terms and Conditions screen appears.

Read and if you choose to accept enrollment;  
Click on; I Accept  
Outcome: Enroll in Electronic Access screen appears.

**Step 3:** Enroll in Electronic Access  
Type your member number in the Account Number field;  
Type your Social Security Number (SSN) without dashes in the SSN field;  
  
Click on; Submit Outcome: The second Enroll in Electronic Access screen appears.

**Step 4:** Establish your own User Name and Password. Complete all fields.

- User Name Your username must be at least 6 characters. It must contain both letters and numbers.
- Password Password must be at least 8 characters. It must contain both letters and numbers.
- Confirm Password
- Email Address
- Confirm Email Address
- Email Notification Format Defaults to Plain Text
- Select a Secret Question Choose a question from the drop-down box
- Secret Question Answer Type in your response
- Confirm Answer
- Click on Submit
- Outcome The final Enroll in Electronic Access appears.
- Click on Submit

## **Congratulations**

- You are now enrolled for electronic access.
- Click [HERE](#) to login.
- After clicking [HERE](#) to login the Home page, Welcome to Online Statement Access! appears.
- An electronic letter is generated and sent to the email address entered during enrollment.

**NOTE:** Once the e-statement enrollment is completed the printed statement will no longer be sent. Up to 12 months of account statements will be available to view. *Keep your email address updated.*