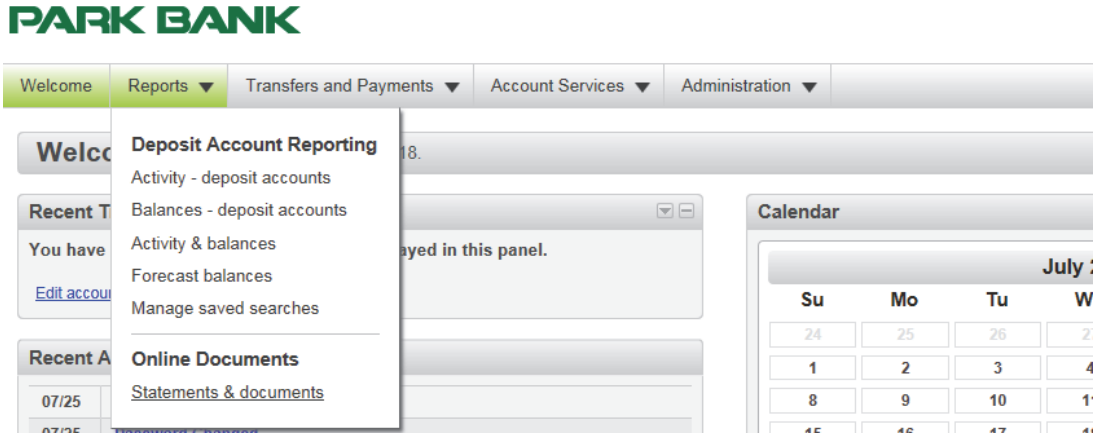
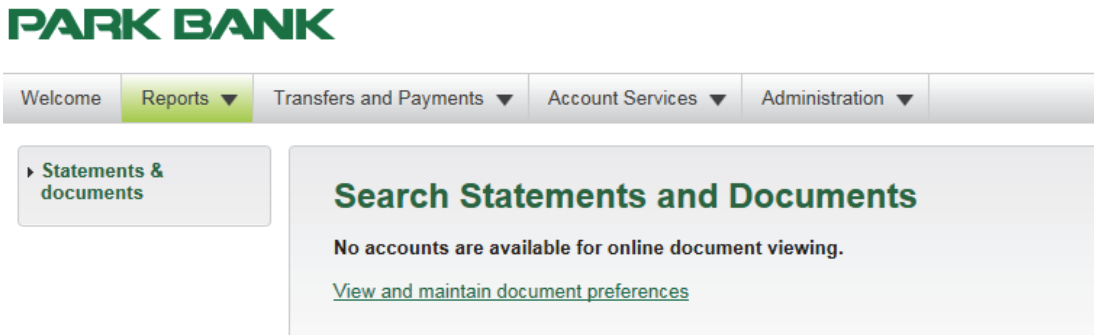


Instructions for enabling online statements in Business Online Banking

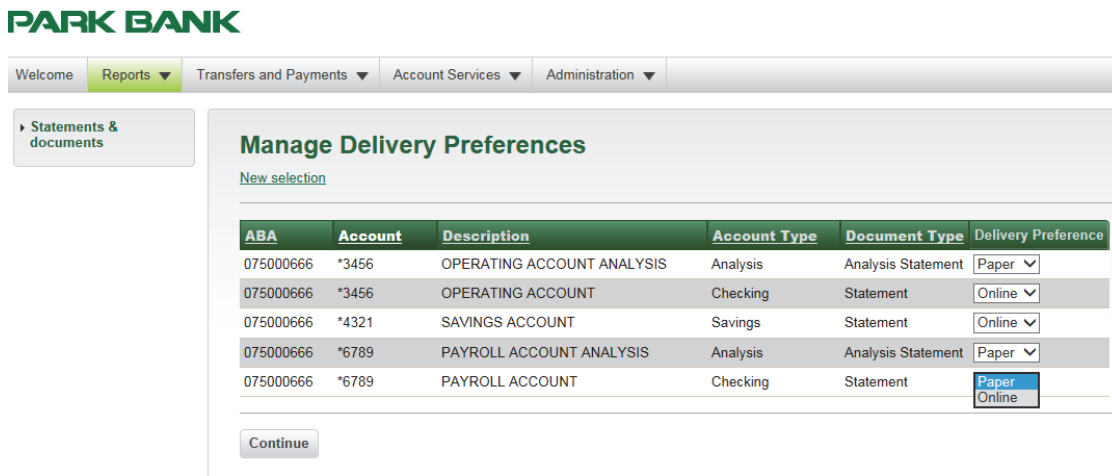
1. Go to the Reports menu and select Statements & Documents



2. On the Search Statements and Documents screen, click View and Maintain Document Preferences



3. On the Manage Delivery Preferences screen, change the Delivery Preference from Paper to Online. Click Continue when finished.





- If you haven't previously set up online statements, you will be taken to a screen to agree to our E-Statement Disclosure. Please review the disclosure and click the I Agree button to continue.**

E-STATEMENT DISCLOSURE

E-Mail Statement Disclosure and Electronic Consent Agreement
This agreement made between you and Park Bank is an addendum to the *Park Bank On-Line and the Park Bank On-Line and Bill Payment Services* disclosure and agreement previously agreed upon. By completing this consent form and agreement you authorize Park Bank to electronically deliver your monthly Statement of Account.

By enrolling in E-Statements, you have requested and Park Bank has agreed to notify you via the e-mail address you provided to the Bank, notice that all of your bank account statements and other information are electronically available with the Bank's online banking program. Park Bank will send, electronically to the same e-mail address, a message containing a notice of how to view available information by accessing Park Bank's on-line banking or a message containing a link to www.parkbankonline.com where the information is located. There is no fee to receive your statements electronically.

- On the Verify Preferences screen, review the changes you made and click Save Preferences if everything is correct. If you need to make updates to your preferences, click Make Preference Changes to be taken back to the Manage Delivery Preferences screen.**

Verify Preferences

You are updating the delivery preference for these account documents. Documents with "paper" delivery will no longer be available for viewing online.

[Make preference changes](#)

ABA	Account	Description	Account Type	Document Type	Delivery Preference
075000666	*3456	OPERATING ACCOUNT ANALYSIS	Analysis	Analysis Statement	Online
075000666	*3456	OPERATING ACCOUNT	Checking	Statement	Online
075000666	*4321	SAVINGS ACCOUNT	Savings	Statement	Online
075000666	*6789	PAYROLL ACCOUNT ANALYSIS	Analysis	Analysis Statement	Online
075000666	*6789	PAYROLL ACCOUNT	Checking	Statement	Online

- Return to the Statements and Documents screen to download your statements.**

For additional help with setting up online banking or activating online statements, call us at 414.466.8000.