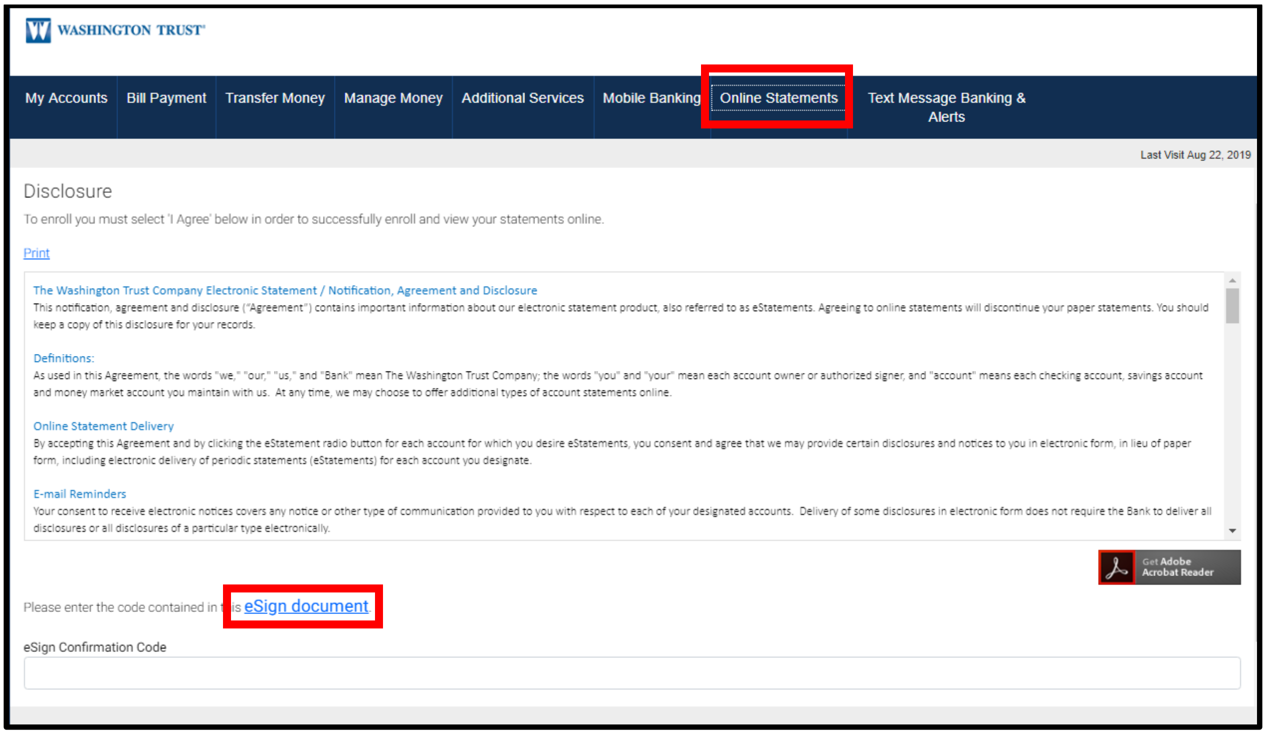
WASHINGTON TRUST®

eStatement Guide

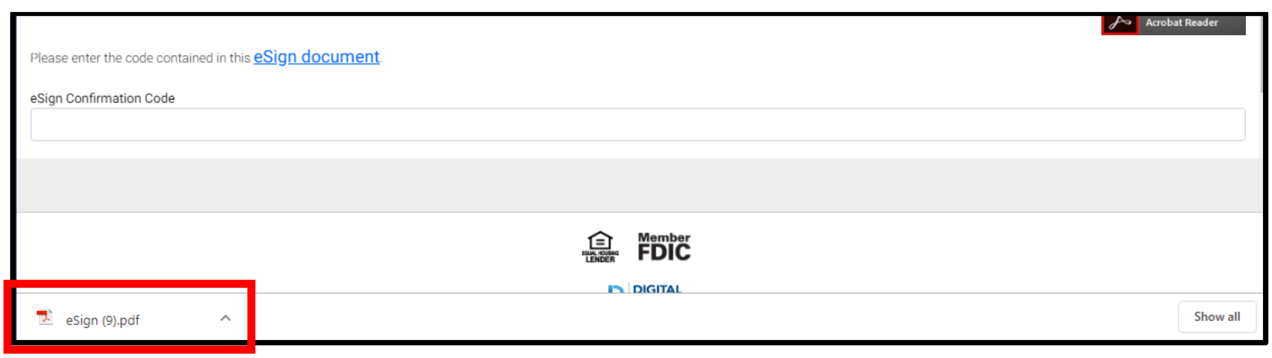
How to waive paper statements & view statements online

Online Statements are available for Checking, Savings and Money Market accounts

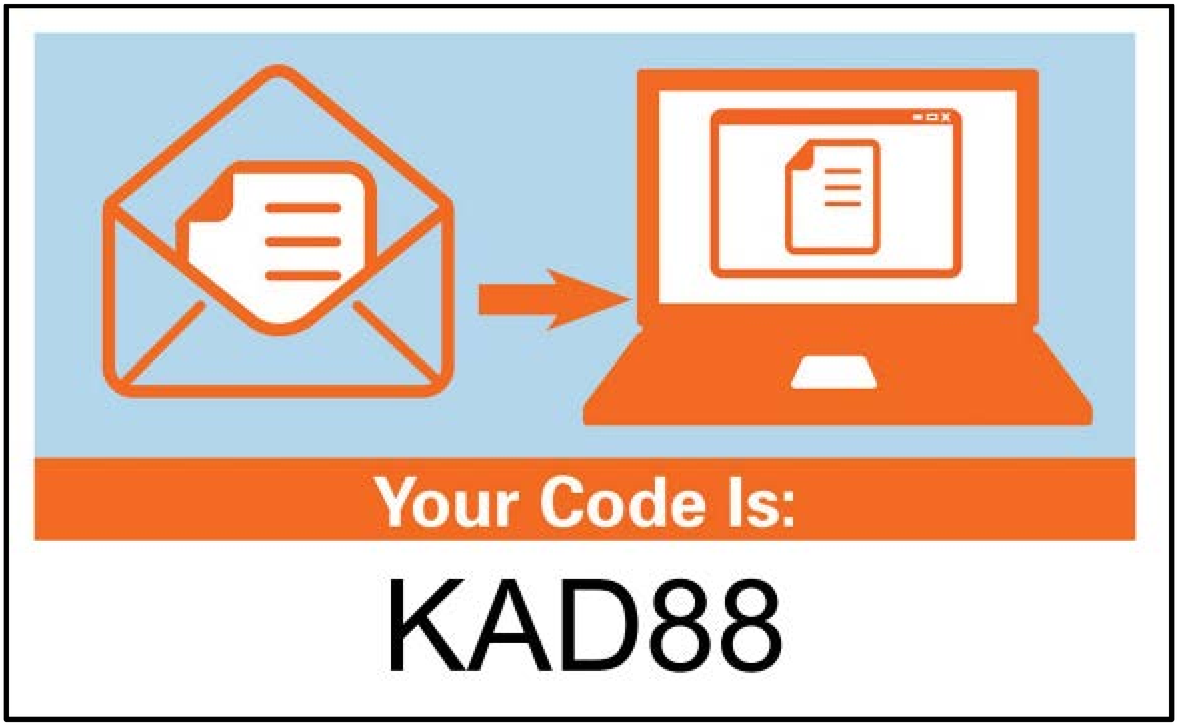
In order to view statements online, the Online Statement Disclosure must be accepted. The option to receive both an Online Statement and a Paper Statement is not available. Select "Online Statements," then click the "eSign: document link.



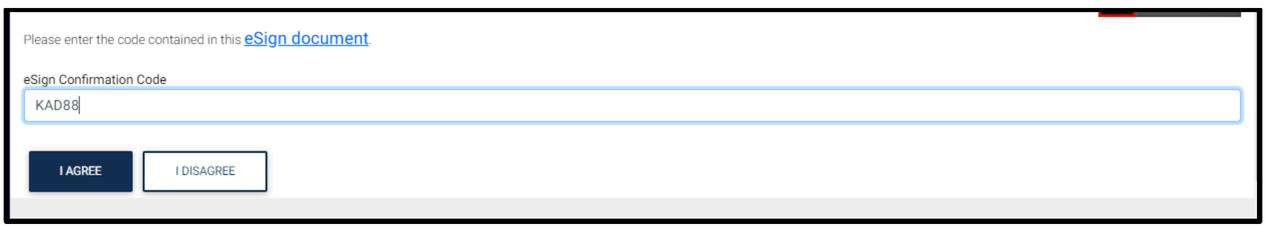
An eSign document will display. Open the document to retrieve your confirmation code.



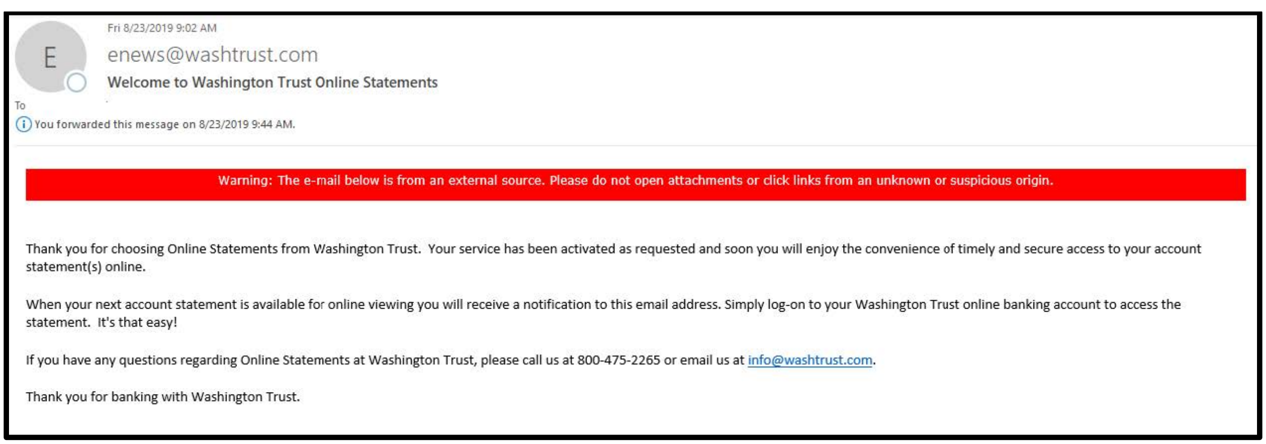
Write down the code and return to Online Banking.



Enter the code into the eSign Confirmation Code Box and then click ‘I Agree’.



An email confirmation is sent.


Fri 8/23/2019 9:02 AM

enews@washtrust.com

Welcome to Washington Trust Online Statements

To

You forwarded this message on 8/23/2019 9:44 AM.

Warning: The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Thank you for choosing Online Statements from Washington Trust. Your service has been activated as requested and soon you will enjoy the convenience of timely and secure access to your account statement(s) online.

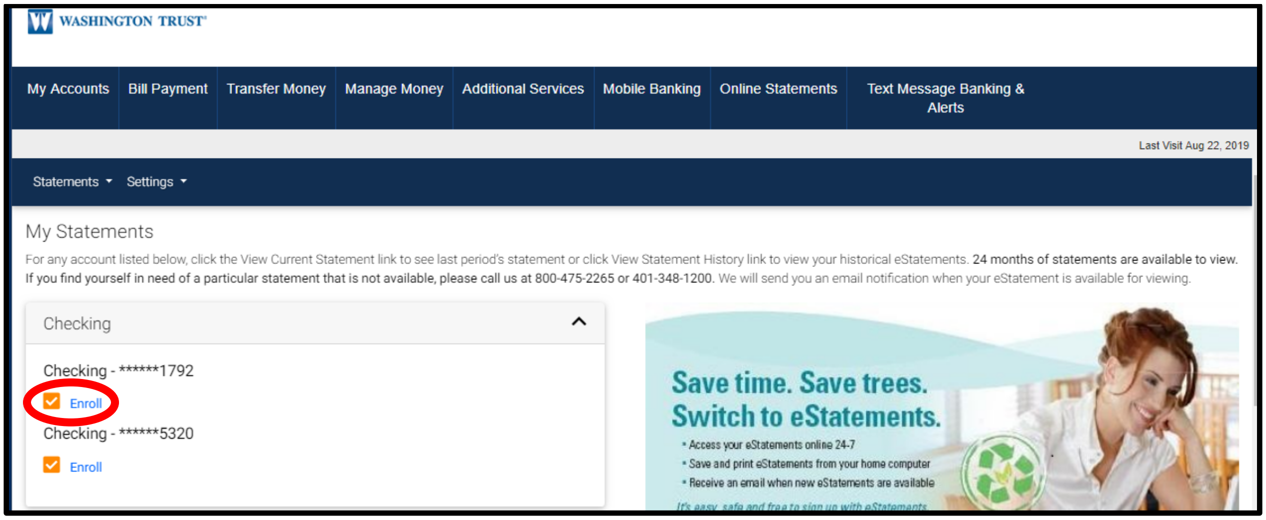
When your next account statement is available for online viewing you will receive a notification to this email address. Simply log-on to your Washington Trust online banking account to access the statement. It's that easy!

If you have any questions regarding Online Statements at Washington Trust, please call us at 800-475-2265 or email us at info@washtrust.com.

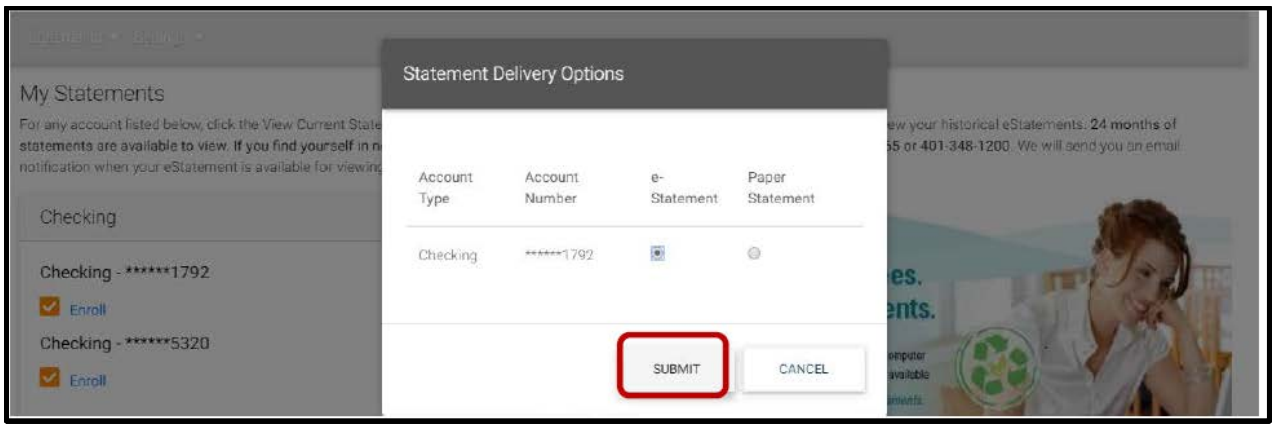
Thank you for banking with Washington Trust.

<u>Enrolling an Account for Online Statements</u>

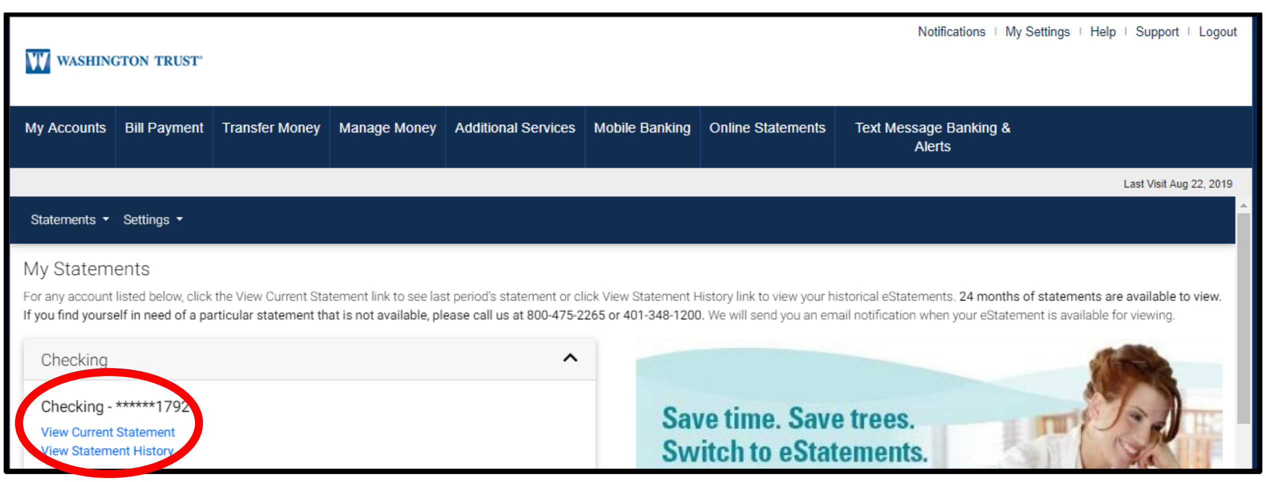
Select the ‘Enroll’ link for the account(s) you wish to receive an Online Statement



Select the e-Statement radio button and click Submit

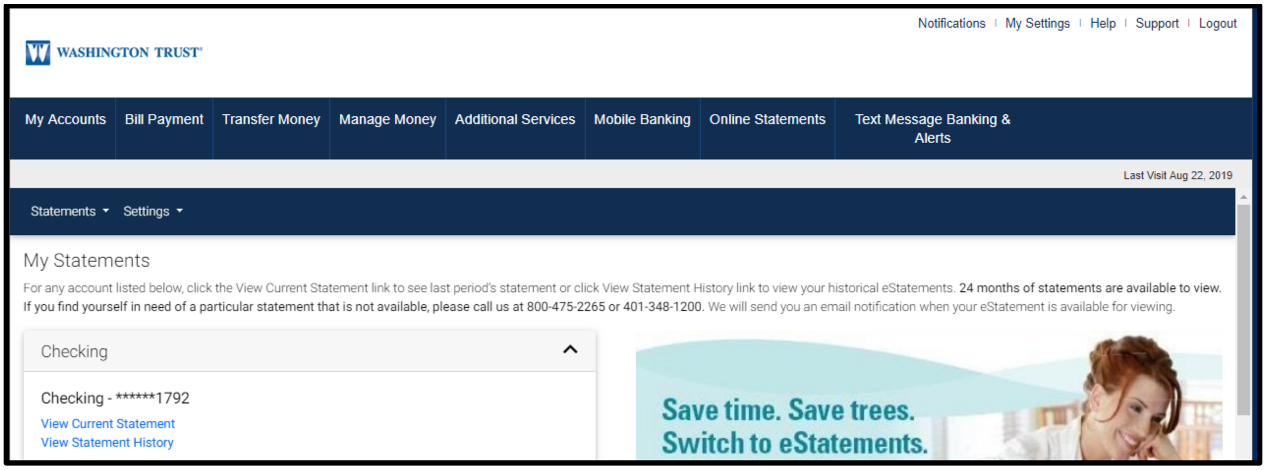


Once selected for eStatements, the account will now indicate “View Current Statement” and “View Statement History”.

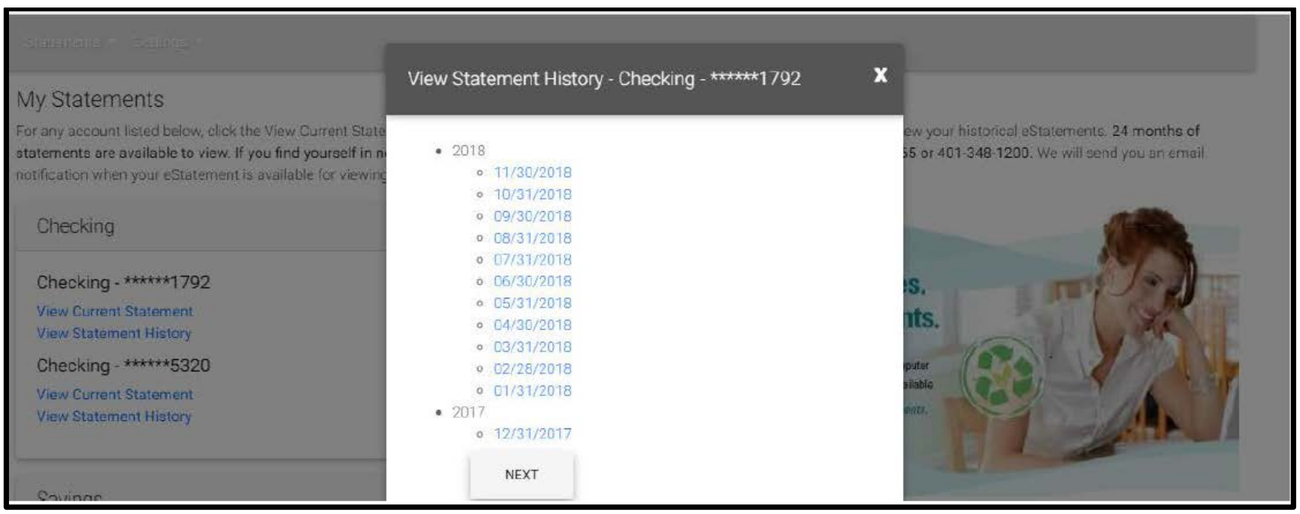


Viewing Statements

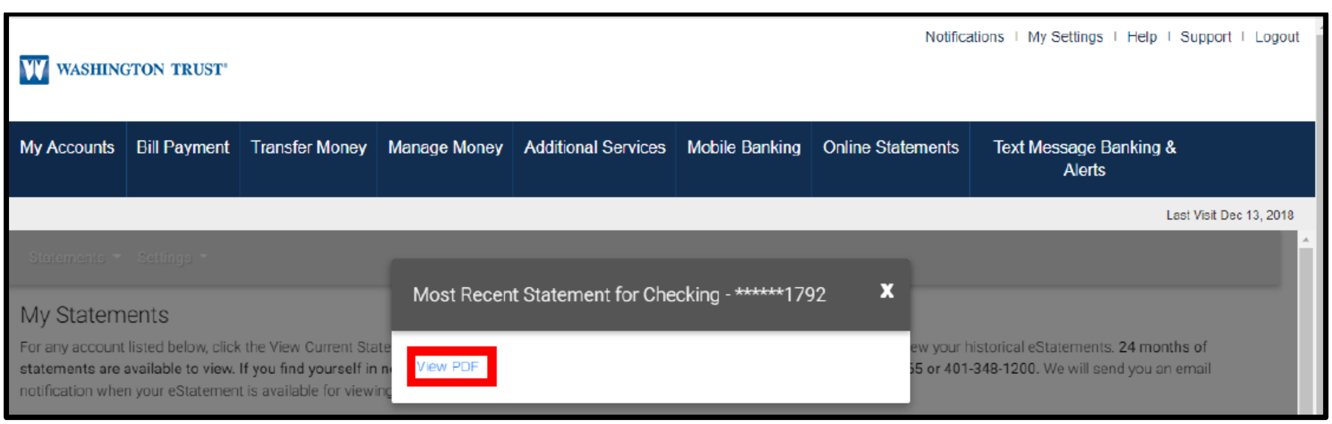
Click the View Current Statements link to view your most current statement.



Click View Statement History link to view list of statements available to view. Two years of statements are stored.



When the pop-up box displays, click View PDF.



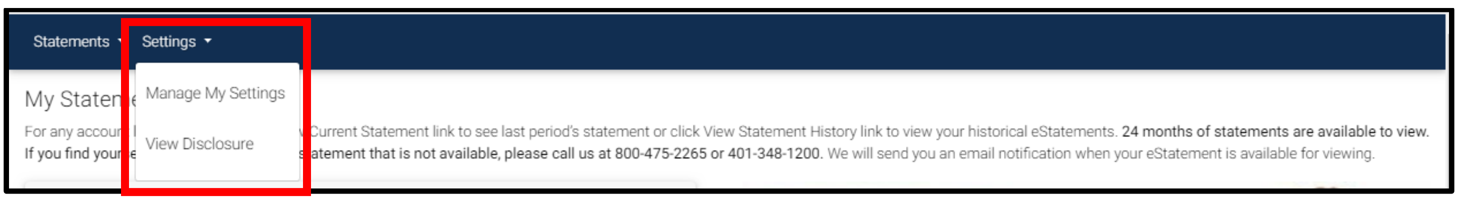
When the statement is finished downloading, open the document to view the statement.

You will be able to download and save or print by selecting the appropriate icon at the top of the document

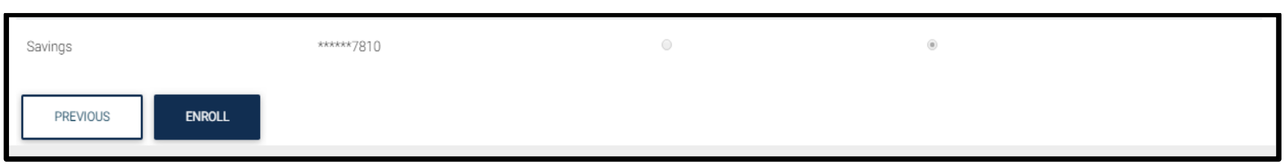
Changing Delivery Options

You decide which statements you want to receive electronically and which you want to receive in the mail. The option to receive both an electronic statement and a paper statement is not available.

Select 'Manage My Settings' from within the Settings Dropdown

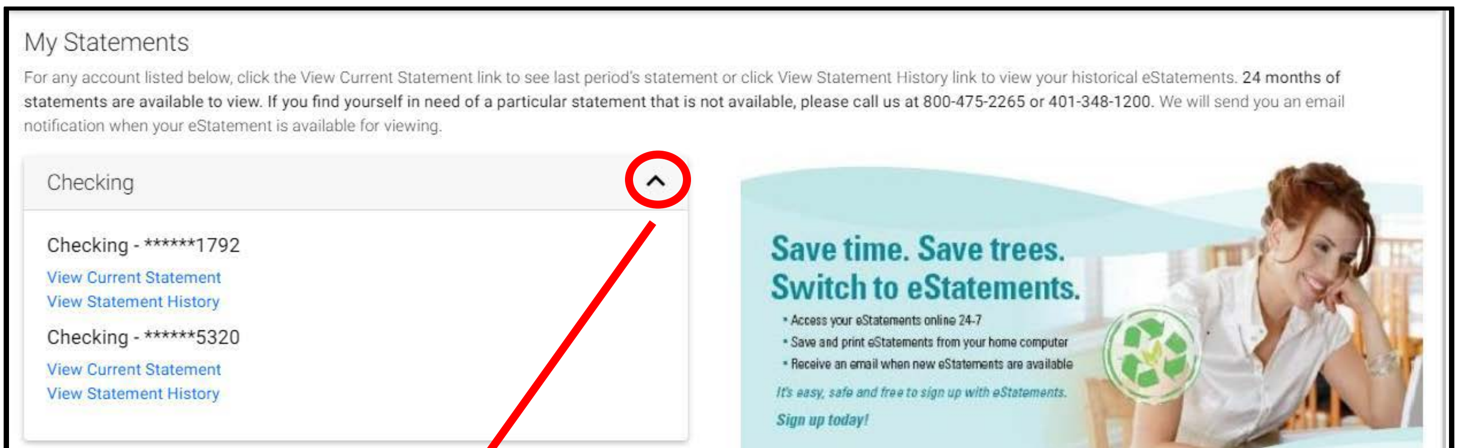


All statements default to Paper Statements. To view statements electronically, toggle 'eStatements'. Click Enroll when done.

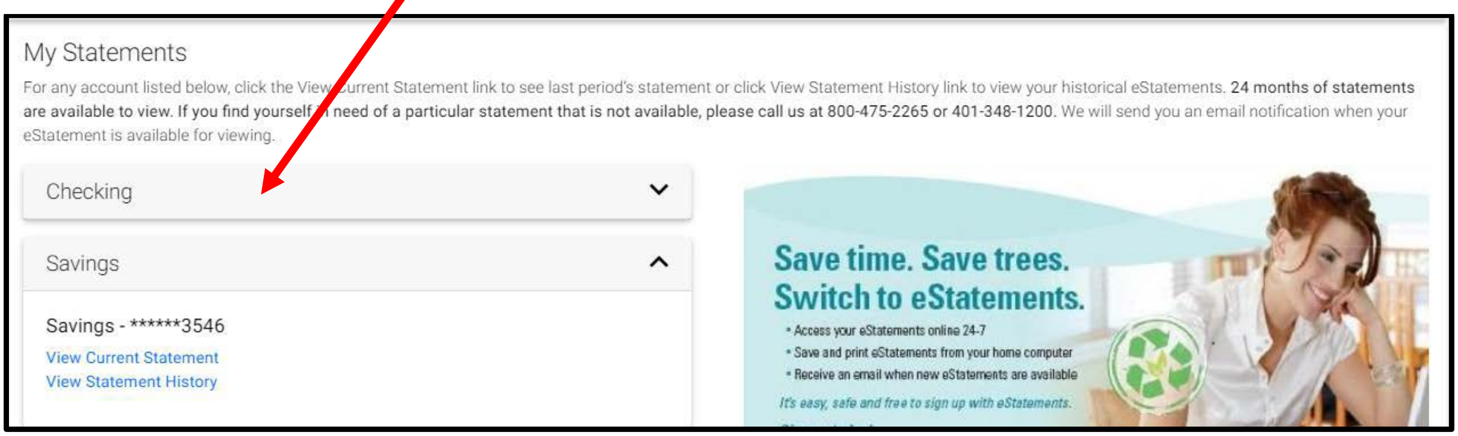


Message will display indicating that delivery method selections updated successfully.

You can show and hide accounts by account type to make it easier to navigate the home page. You can do this by selecting the arrow to the right of the account type heading.



Selecting the arrow "hides" the checking accounts from the list of accounts.



If you have questions or need help accessing your eStatements, call 800-475-2265 to speak with a Washington Trust banker.

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