

Log In

- Go to MetaBank.com
- Click "Log Into Online Banking" on the upper left side of the screen
- Enter your access ID under the "Personal" heading, and click "Go"
- Enter your password, and click "Submit"

Enroll

- Once logged in, click "eStatements" – you have the option of selecting paper or electronic statements
- View the eStatement disclosure, and click "Example Statement" hyperlink to obtain the confirmation code
 - **NOTE:** Must have current version of Adobe Reader to view
- Enter confirmation code in "Statement Access Confirmation Code" box, and click "I Agree" to complete enrollment
- Verify email address and statement-delivery options, and click "Enroll"
 - **NOTE:** All checking and savings accounts will default to eStatements – you can change back to paper statements on this screen, but charges may apply

View eStatements

Once you've set up your MetaBank account, you can view 18 months' worth of eStatements, as well as download or save all eStatements electronically. You can also view images of checks in the "eStatements" section of your account if the option has been turned on. Here's how:

- To view the current statement, click "View Statement" under the account number
- To view a past statement, click "View History" under the account number

Authorize eStatement Access

You can provide eStatement access to third parties (i.e., accountant, child, parent, etc.), and access can be removed at any time. Here's how:

- Log into online banking, and click "eStatements"
- Click "Account Access" – click "Account Access" once more when dialog box appears
- Click "Add New Account Access"
- Fill in name, email and phone number; select account(s) to which you want to allow access; and click "Add"
 - **NOTE:** An email will be sent to the person selected to receive the eStatements – the recipient will need to click the underlined link in the email to confirm; this must be done the *same day* as the email is received

If the third party is already a current MetaBank customer, they may sign in with their current online banking access ID and password, click on "Other's Statements" and enter the invitation code from the received email. If the third party is *not* a current MetaBank customer:

- Click "Accept Invitation" – copy the invitation code from the email, and paste it on the invitation screen
- Complete the user information, and click "Next"
- Verify the user information, and click "Enroll" and "Sign In"
- Use the new access ID and password to sign in
 - **NOTE:** Click on "Remove" to no longer view that person's eStatements.

Questions?

View our eStatements walkthrough at MetaBank.com. Or feel free to contact MetaBank Customer Service by phone at **1.866.559.5037** or by email at **ibank@metabank.com**.

