![CIT logo]

Statements/Documents

- Download e-Documents – Option to download documents to a workstation for viewing
- View e-Documents – Option to retrieve and view documents
- Statement Delivery Pref – Option to set statement delivery method to paper or email by account

Download e-Documents

1. From the Home page, click on Statements / Documents then Download e-Documents.
2. Select one or more accounts from the drop-down menu.
3. Check one or more document types from the drop-down menu.
4. Enter a date range using the calendar options.
5. Click on Submit.

(Continues on next page)

DOWNLOAD E-DOCUMENTS

This page allows you to download any available eDocuments for your account, including eStatements. To select a document/statement:

- Choose the account/s you would like to work with. Hold down the Control or Command key to select multiple accounts.
- Choose your document type/s to download.
- Select the date range you would like to download.
- Press Submit to request the documents.

ACCOUNT

BB Business Checking - 91008262

DOCUMENT TYPE

Search by name

Showing: All Selected (0)

1098 Tax Document

1099-INT Tax Document

ACH Chargeback Notice

Account Analysis Statements

CD Statements

6. A success message will appear with instructions on how to access the download file.
   a. Zip file will appear on the bottom left of the screen.
   b. Viewable for a limited amount of time.

Statements

Please wait while your documents are retrieved. This may take several minutes. You may navigate to another screen during the process and then return to this screen to download the .zip file. Once the documents are available, click here to download .zip file will appear at the bottom left of your screen. Once the documents have been retrieved, they will be available for 1 hour.

Close

(Continues on next page)

![CIT]

View e-documents

1. From the Home page, click on Statements / Documents then View e-Documents.
2. Select an account from the drop-down menu.
3. Check a document type.
4. Enter a date range using the calendar options.
5. Click on Submit.

STATEMENTS/DOCUMENTS

This page allows you to view any available Statements/Documents for your account, including eStatements. To select a statement/document:
- Choose the account you would like to work with.
- Choose your document type to review.
- Select the date range you would like to view.
- Select the document you would like to view.

ACCOUNT

Search by name or number ⌄

DOCUMENT TYPE

Search by name ⌄

START DATE

📅

END DATE

📅

Reset	Submit

(Continues on next page)

6. If applicable, select a document to view.

7. Click on View Document.

8. The document image will open in a new tab.

STATEMENTS/DOCUMENTS

This page allows you to view any available Statements/Documents for your account, including eStatements. To select a statement/document:

- Choose the account you would like to work with.
- Choose your document type to review.
- Select the date range you would like to view.
- Select the document you would like to view.

ACCOUNT

| Search by name or number | ⌄ |

DOCUMENT TYPE

| Search by name | ⌄ |

| Check Images |
| Chargeback Notice- Returned Item/Deposit |
| Chargeback Notice- Returned Item/Deposit- Secondary |
| ACH Chargeback Notice |
| Deposit Statements |
| 1099-INT Tax Document |
| 1098 Tax Document |

mit

(Continues on next page)

CiT®

Statement Delivery

The first time accessing electronic delivery for a statement, an PDF verification is required under the E-Sign act. Once verified, this request will no longer appear.

1. Click on Get Code. A 4-digit PDF acceptance code will open in a new window.

PDF Acceptance   **1 / 1**

QKKL
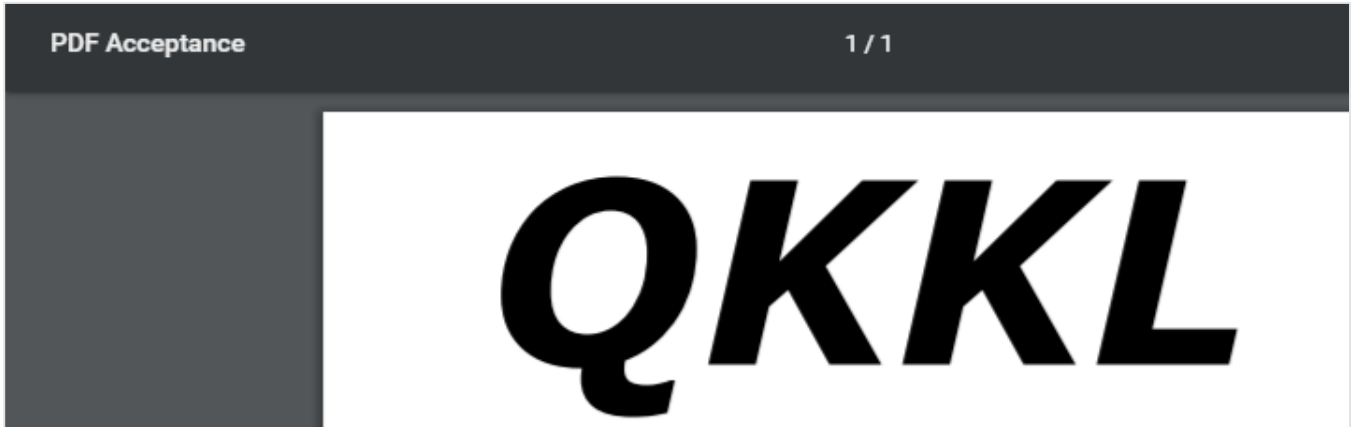
2. Enter the PDF code and click on Verify.

PDF Verification

The E-Sign Act requires us to verify that you are able to view PDFs. Please help us by following these two steps:

1. Press "Get Code"—you will see a PDF with a code for you to copy and paste.

    Get Code

2. Paste the code exactly as it appears into this field and click Verify. (Can't see a PDF?)

    qkkl   **Verify**

(Continues on next page)

![CIT logo]

3. A verification success message will appear.
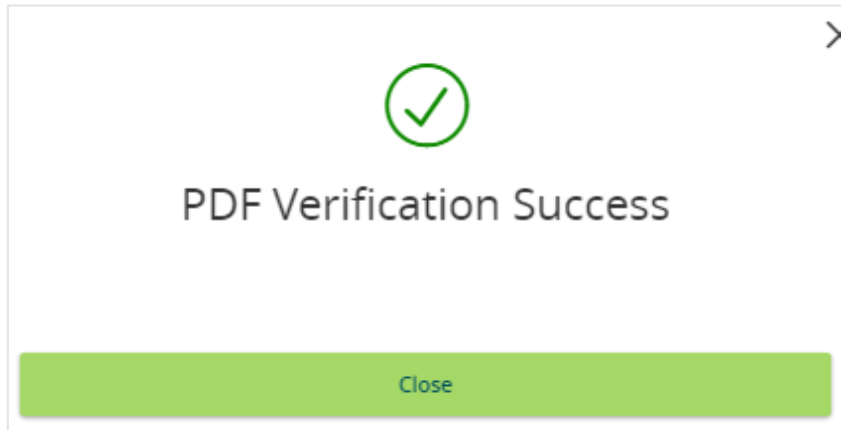
4. The Statement Delivery Preferences screen will appear.
5. Locate an account and change the delivery method to Electronic Deliver.
6. Verify Email address listed.
7. Click in the email box or on the pencil icon to edit.
8. Scroll down and click on the check box for I Agree to the E-Statement Delivery Agreement.
9. Click on Save.

STATEMENT DELIVERY PREFERENCES

Account	Delivery Type	Address	
Checking-91008173	Electronic Delivery ∨	SSample@gmail.com	✎
Checking-92003116	Paper Delivery ∨		
Checking-50905071	Paper Delivery ∨		

Questions?

We're here to help. Customer Service: 866.351.5646