

Enroll for eNotices

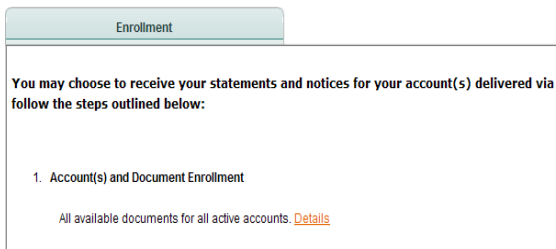
Select the eNotices tab from the menu bar.

The first time you click on the eNotices tab you'll be presented with an enrollment screen.

Step 1 (optional)

Click **Details** to see which accounts and document types you can enroll.

Remove the check boxes from any documents you wish to receive on paper.



Step 2

Verify your email address is correct. If no email is listed, you must fill one in.

2. Please review the following email address. If not correct, please update it in the space shown.

Step 3

Enter a word or words that you will recognize. This is called your eNotices security phrase. Emails from us regarding eNotices will contain this phrase.

3. Please enter a security phrase to be displayed on all valid emails sent from this site.

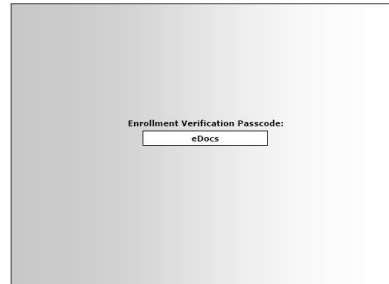
Step 4

Adobe® Reader® 6.0 or higher must be installed on your computer to use the service.

4. Please enter the enrollment passcode in the field immediately below. To see the passcode, [click here](#).

First, click where it says [click here](#). This will open an Adobe PDF document in a new window.

In the center of the PDF you will see a passcode word. This word is case-sensitive. Make a note of the passcode.



Return to the enrollment screen and type the passcode into Step 4.

Step 5

Read our terms and conditions then check the box that says "I agree." Finish by clicking the submit button.

5. Please read the disclosure below. You must scroll to the bottom of the disclosure before agreeing to the terms listed.



To see a sample statement, click the link in the lower right hand corner.

Confirmation

You'll receive an email from our ebanking department that you will need to reply to confirming you can receive emails from us.

You'll also receive an email from us any time you enroll or un-enroll.

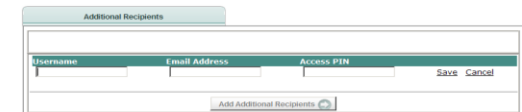
All emails from us regarding eNotices will contain the security phrase you created in Step 3.

CONGRATULATIONS
on going paperless and reducing waste!

Additional Recipients (optional)

From the eNotices Tab, Click Additional Recipients on the menu bar to have your statement sent to other interested parties.

Click Add Additional Recipients and create a user name for the individual, enter the email address, and create 8 digit alpha/numeric PIN. Click "Save."

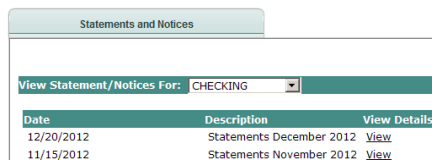


Receiving Documents – Additional Recipient

Additional Recipient(s) will receive an email and login shell when your statement is available.

You'll receive an email when your eNotice is ready. Sign into Online Banking to continue.

Click on the eNotices tab for a list of documents. Toggle between accounts by using the drop-down account listing.

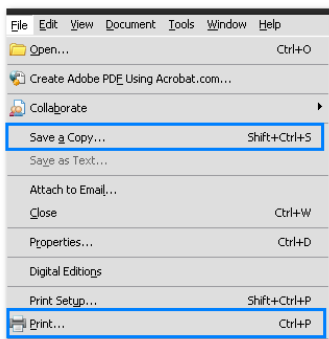


Date	Description	View Details
12/20/2012	Statements December 2012	View
11/15/2012	Statements November 2012	View

Click **View** to open the document.

Saving and Printing

Because the statements open with Adobe, you can use the Adobe toolbar to save or print.



Other Tabs

Account Reconciliation Use the Recon tab to balance your checkbook

Change Email Address Update your address or security phrase through the Email menu

Retention

Statements are available online for 18 months and notices are for 60 days.

Be sure to save the statements to your computer or a disk for future reference.

Security Reminders

- ✓ We will NEVER email you for your personal information. Any email claiming to be the bank requesting personal information such as Social Security Numbers, IDs, or Passwords should not be trusted or opened.
- ✓ Do not write your password down.
- ✓ Change your password frequently.
- ✓ Use a different password to access your online accounts than what you use for other applications.
- ✓ Always logoff your online banking session before leaving your computer.
- ✓ Secure email should be used to send confidential information. Community First Bank's website has a secure email program you can use to send emails to us.

Contact Us

If you have questions or concerns please contact Community First Bank.

Electronic Banking Department

Phone: 608-943-0150

Email: ebankingsupport@cfbank.com

Member FDIC

Electronic Notices User Guide Self Enroll

