

## INSTRUCTION SHEET

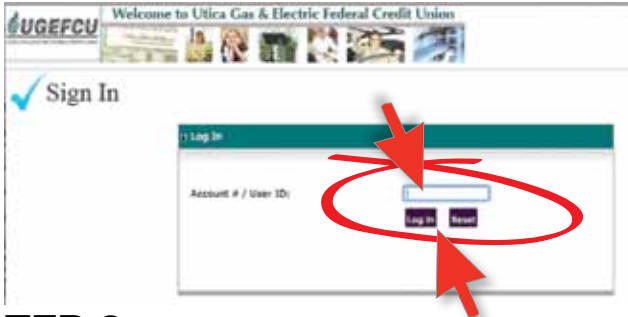
# Easy Steps to Sign Up for eSTATEMENTS!



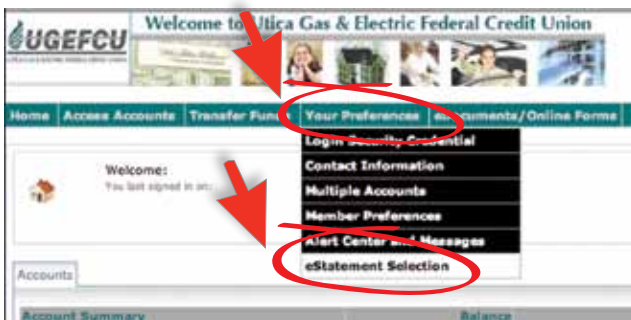
**STEP 1**  
www.ugfcu.com  
click "Member Login" button



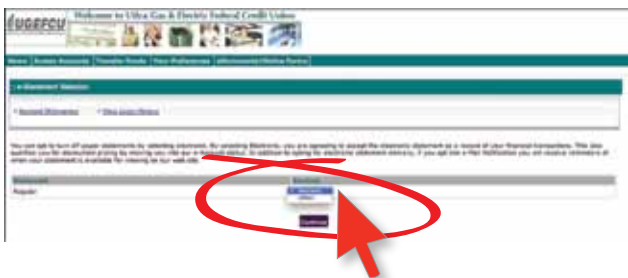
**STEP 2** Sign In - your account number - click, next window enter your password



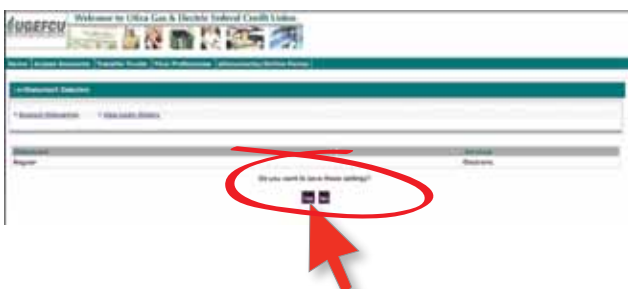
**STEP 3** Menu area "Your Preferences" scroll down to eStatement Selection



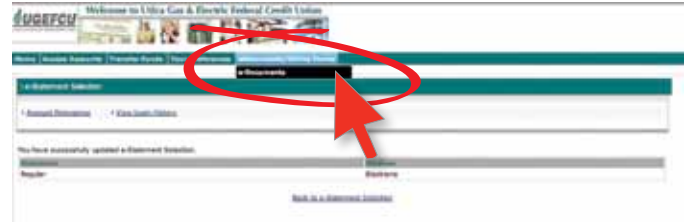
**STEP 4** Click on "Electronic" for eStatements, click "continue" button



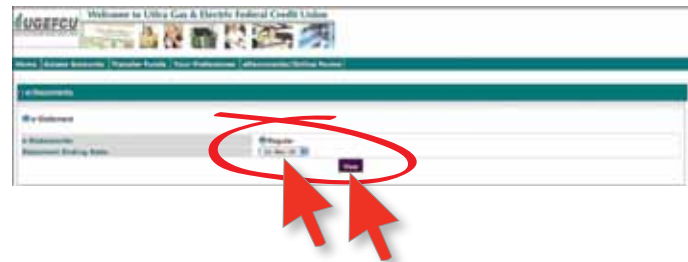
**STEP 5** Answer question - click "Yes"



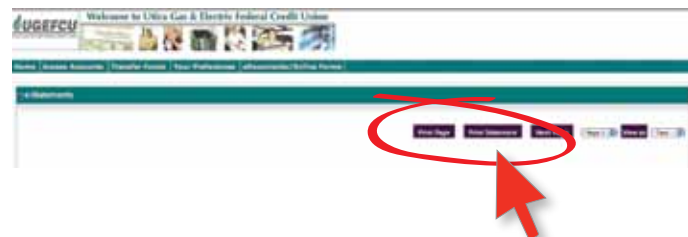
**STEP 6** MENU BAR- Click eDocuments on the drop down menu under "eDocuments/Online Forms".



**STEP 7** Scroll to Month you want to view, Click "View" button



**STEP 8** View your statement or print it if you choose.



### Enjoy these benefits with eStatements:

- FREE
- Safe & Secure
- Quicker access to your account statements
- View over 6 months worth of statements
- Print your own statement option
- Cut down on paper clutter

Go Green!