<u>eStatement upgrade</u>

If you are having issues viewing or printing eStatements due to the recent upgrades, please follow the instructions below.

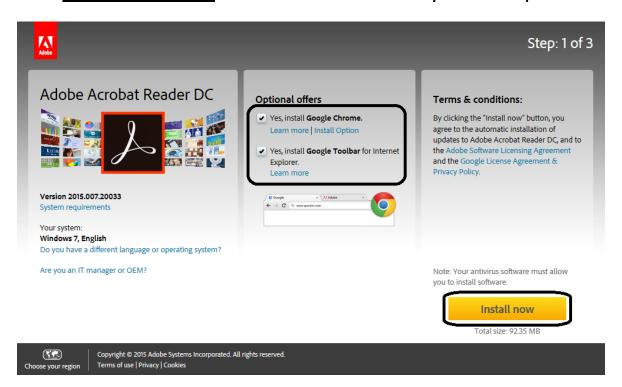
*** To view and print your eStatement, you will need to install

<u>Adobe Reader</u>***

Click on the link below and follow these steps to install:

https://get2.adobe.com/reader

Make sure to <u>uncheck</u> the "Optional offers" if you do not want <u>Google Chrome</u> to be downloaded to your Computer



FOR PC:

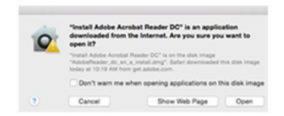
- 1. Click 'Run' when dialog box appears
- 2. Security scan will run automatically
- 3. When user account control dialog box appears, click 'yes'.



FOR Apple:

1. Click 'Open'

1.



Both:

Once you have completed the above listed steps, click 'finish'



Once you reached this screen you have completed the installation.

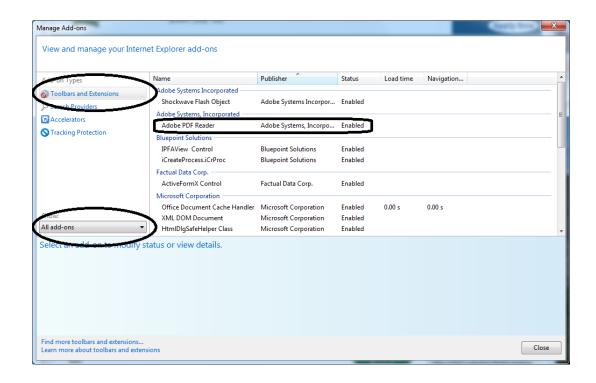


If you have installed the Adobe Reader and you are still having issues printing, you will need to <u>enable the Adobe Reader</u>.

Below are instructions to enable the Adobe Reader on several browsers.

Internet Explorer

- 1. Open Internet Explorer, then click on or (Tools) which is found on the top right hand side of your screen, this will bring up a list of options, click on 'Manage Add-ons'.
- 2. Select 'Toolbars and Extensions'.
- 3. In the Show menu, select 'All Add-ons'.
- 4. In the list of add-ons, select Adobe PDF Reader.
- 5. Click the 'Enable' button (it toggles depending on the status of the selected add-on): **Enable** sets the Adobe PDF Reader add-on to open PDFs in the browser.
- 6. **Enable** sets the Adobe PDF Reader add-on to open PDFs in the browser.

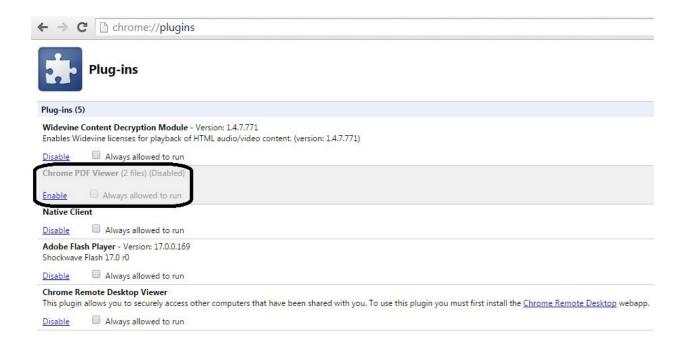


Google Chrome

1. Open Chrome, and in the search bar type:

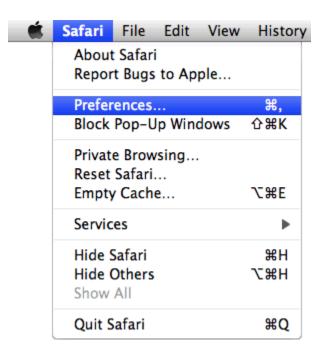
chrome://plugins

- 2.Locate the Adobe PDF plug-in, and do one of the following:
 - To have the Adobe PDF plug-in open PDFs in the browser, click 'Enable'.



Safari

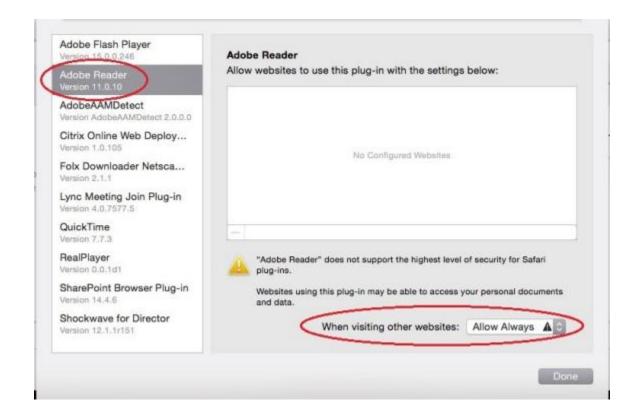
1. Click on Safari Options, it is located on the top rifh corner of your computer screen and go to 'Preferences'.



2. In the 'Preferences' window click on 'Security' and then click on 'Website Settings' button under 'Internet plugins'

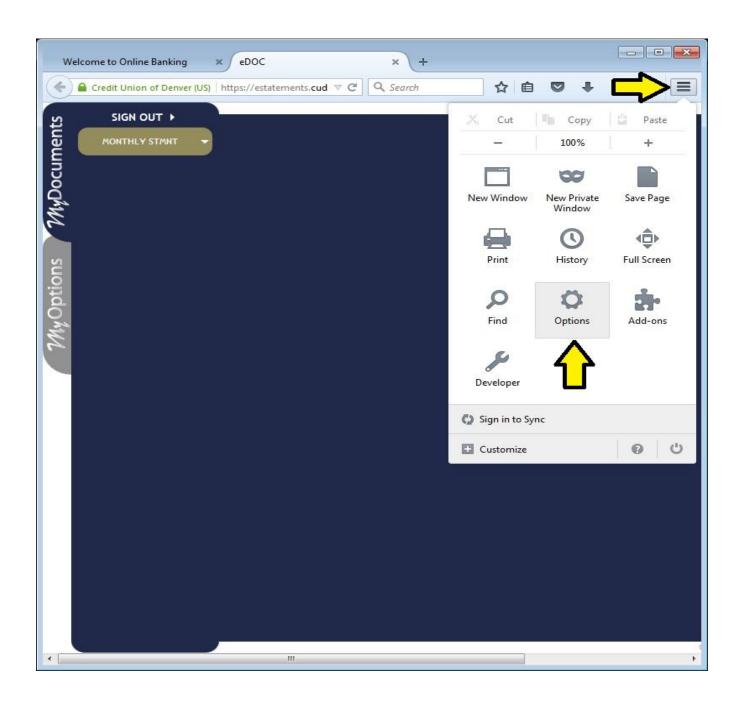


- 3. Now select 'Adobe Reader' in the list of plugins.
- 4. Under the option 'When visiting other Websites', in the drop down list select 'Allow Always' and click on 'Done'.



Firefox

1. Click on Tools > Options.



2. Click on Applications (the rocket icon), then click on the "Portable Documents Format" drop down menu and select the "Preview in Fire Fox" option.

