

This document contains instruction on the following topics

[How To: Enroll in Credit Card eStatements](#)

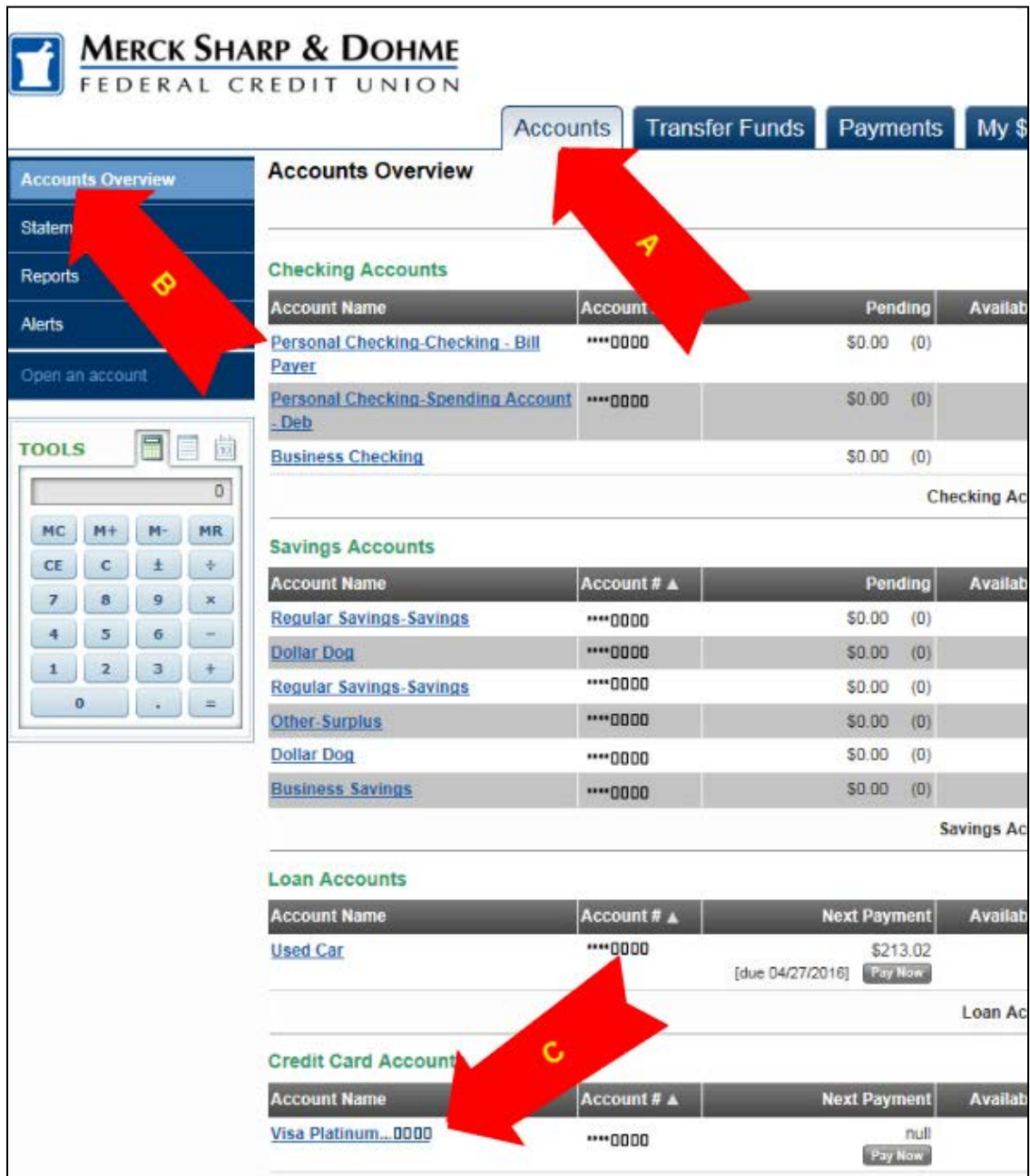
[How To: To view your eStatements](#)

[How To: To unenroll from eStatements](#)

How To: Enroll in Credit Card eStatements [\(Menu\)](#)

Log on to Online Banking.

- A. From the **Accounts** tab.
- B. Verify that you are in the **Accounts Overview** menu.
- C. Locate the **Credit Card Accounts** section and click on the name of the credit card to be taken to the Credit Card Portal.



MERCK SHARP & DOHME
FEDERAL CREDIT UNION

Accounts | Transfer Funds | Payments | My \$

Accounts Overview

Accounts Overview
Statements
Reports
Alerts
Open an account

Checking Accounts

Account Name	Account #	Pending	Availab
Personal Checking-Checking - Bill Payer	****0000	\$0.00	(0)
Personal Checking-Spending Account - Deb	****0000	\$0.00	(0)
Business Checking		\$0.00	(0)

Checking Ac

Savings Accounts

Account Name	Account # ▲	Pending	Availab
Regular Savings-Savings	****0000	\$0.00	(0)
Dollar Dog	****0000	\$0.00	(0)
Regular Savings-Savings	****0000	\$0.00	(0)
Other-Surplus	****0000	\$0.00	(0)
Dollar Dog	****0000	\$0.00	(0)
Business Savings	****0000	\$0.00	(0)

Savings Ac

Loan Accounts

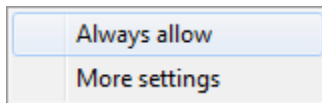
Account Name	Account # ▲	Next Payment	Availab
Used Car	****0000	\$213.02 [due 04/27/2016] Pay Now	

Loan Ac

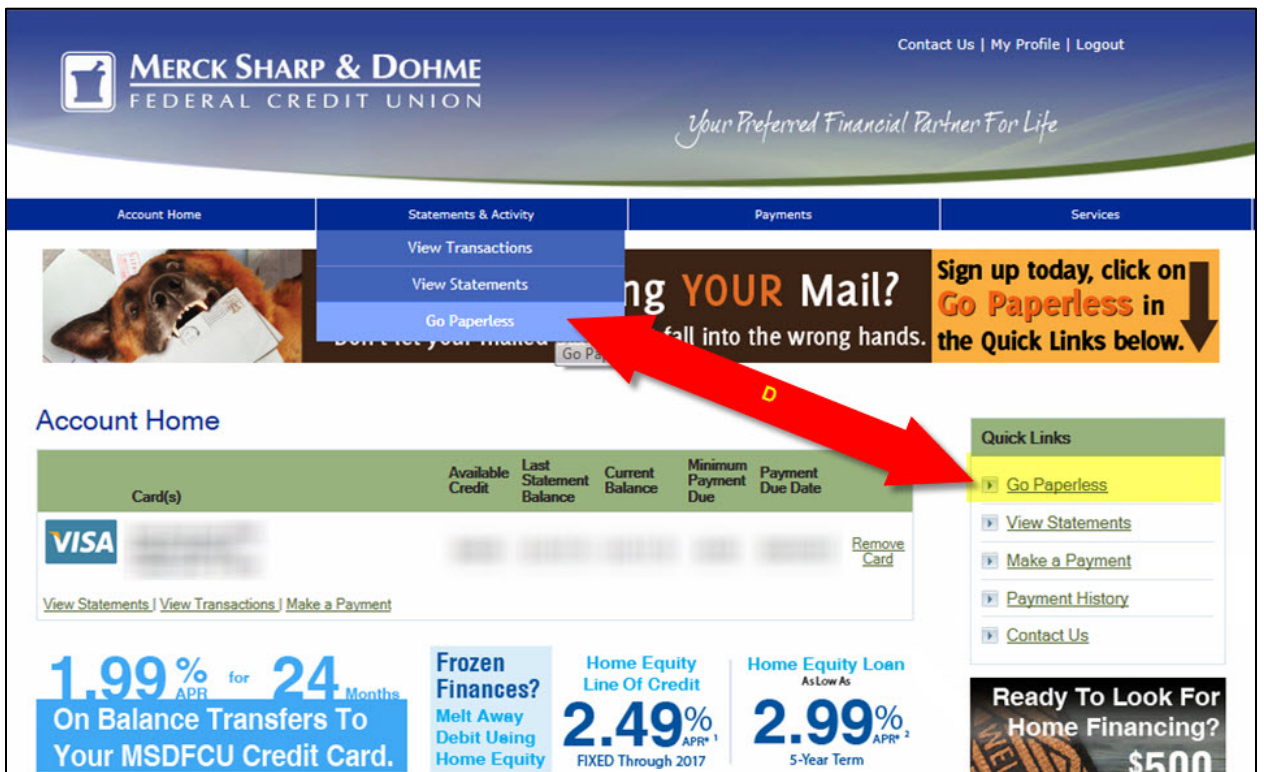
Credit Card Accounts

Account Name	Account # ▲	Next Payment	Availab
Visa Platinum...0000	****0000	null Pay Now	

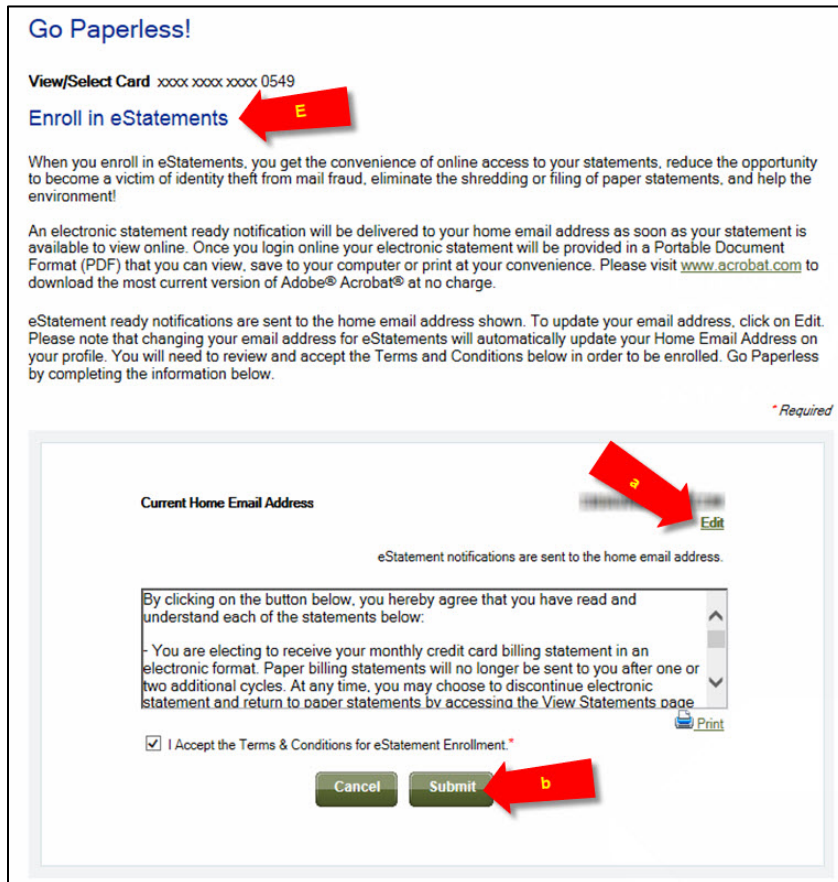
If your browser's popup blocker is set, you will need to disable it by clicking on "Always Allow" so that you can access the Credit Card Portal.



- D. Once in the Credit Card Portal, locate the **Quick Links** menu on the right side of the page and click on **Go Paperless** OR Locate the **Statements & Activities** drop down menu at the top of the page and click on **Go Paperless**.




- E. You will be taken to an **"Enroll in eStatements"** page.
 - a. An email is required. You will need to either add an email address if one has not been provided yet or verify the Current Home Email Address. To add or modify the email address, click on the word **Edit**.
 - b. Once the email is verified, read the disclosure, place a check mark (✓) in the box accepting Terms & Conditions.
 - c. Click on the **Submit** button.



Go Paperless!

View/Select Card xxxxx xxxxx xxxxx 0549


Enroll in eStatements 

When you enroll in eStatements, you get the convenience of online access to your statements, reduce the opportunity to become a victim of identity theft from mail fraud, eliminate the shredding or filing of paper statements, and help the environment!

An electronic statement ready notification will be delivered to your home email address as soon as your statement is available to view online. Once you login online your electronic statement will be provided in a Portable Document Format (PDF) that you can view, save to your computer or print at your convenience. Please visit www.adobe.com to download the most current version of Adobe® Acrobat® at no charge.


eStatement ready notifications are sent to the home email address shown. To update your email address, click on Edit. Please note that changing your email address for eStatements will automatically update your Home Email Address on your profile. You will need to review and accept the Terms and Conditions below in order to be enrolled. Go Paperless by completing the information below.

* Required


Current Home Email Address  [Edit](#)

eStatement notifications are sent to the home email address.

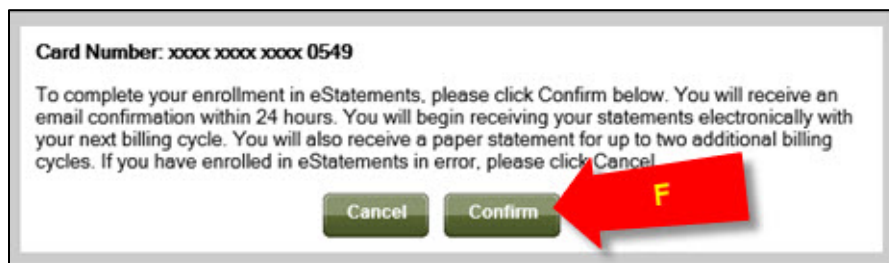
By clicking on the button below, you hereby agree that you have read and understand each of the statements below:

- You are electing to receive your monthly credit card billing statement in an electronic format. Paper billing statements will no longer be sent to you after one or two additional cycles. At any time, you may choose to discontinue electronic statement and return to paper statements by accessing the View Statements page 

I Accept the Terms & Conditions for eStatement Enrollment.*




- F. You will be taken to an **Enrollment Confirmation** page.
 - a. Click on the **Confirm** button to continue or **Cancel** to end the enrollment.

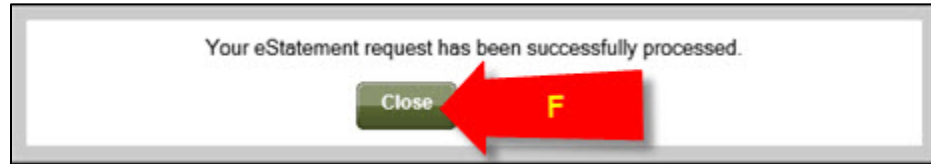


Card Number: xxxxx xxxxx xxxxx 0549

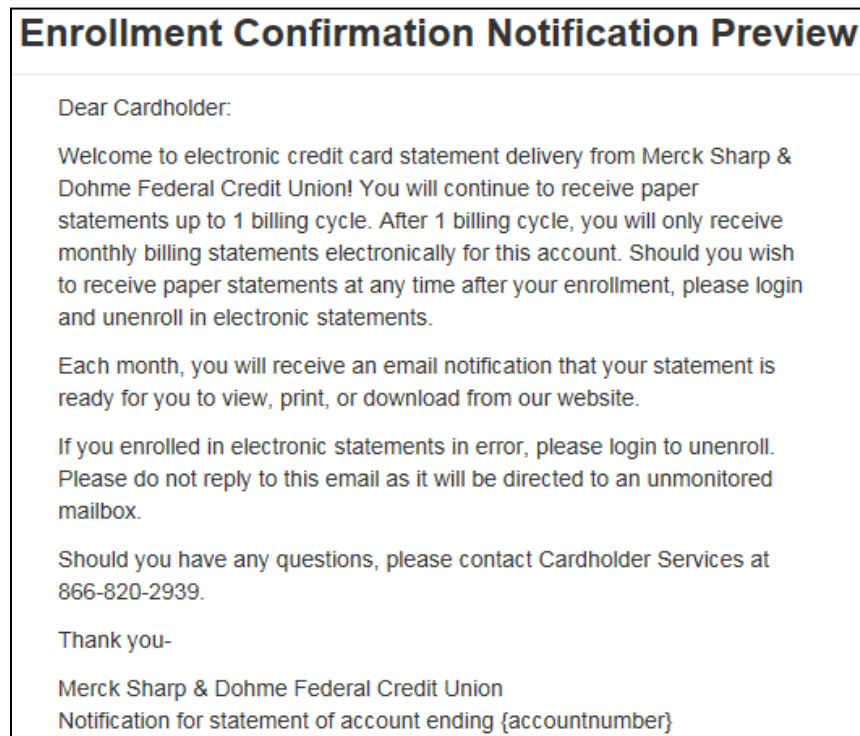
To complete your enrollment in eStatements, please click Confirm below. You will receive an email confirmation within 24 hours. You will begin receiving your statements electronically with your next billing cycle. You will also receive a paper statement for up to two additional billing cycles. If you have enrolled in eStatements in error, please click Cancel.



- b. Once confirmed a message letting you know the request was successfully processed will open. Click on the **Close** button.



- G. You will receive an email **Enrollment Confirmation Notification** (ECN) to the email you provided in the previous step.

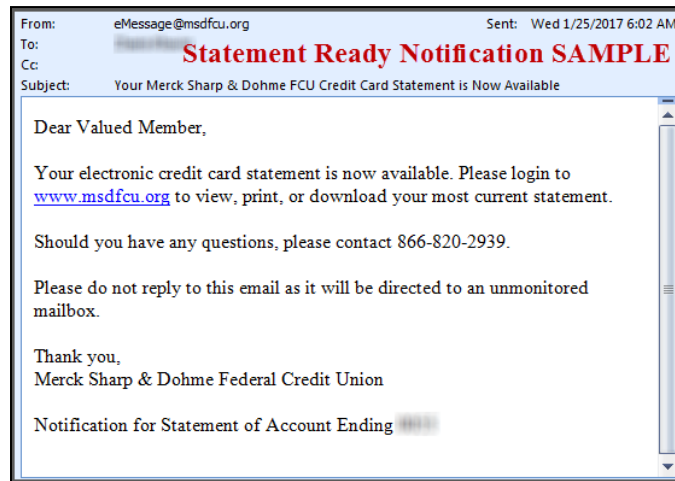


Congratulations you are now enrolled in eStatements!

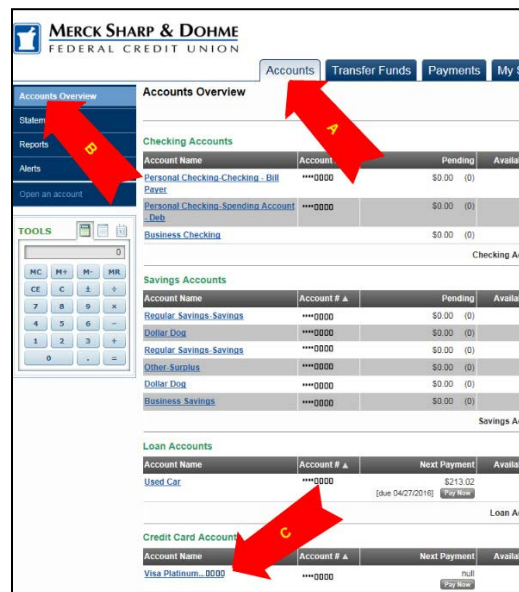
- You will continue to receive paper statements for up to 1 billing cycle after enrollment.
- Pop-up Blockers need to be disabled to view your monthly eStatement.
- eStatements will be available for up to 24 months, starting with the month you enroll. Statements prior to enrolling in eStatements will not be available.
- This is a free service

How To: To view your eStatements [\(Menu\)](#)

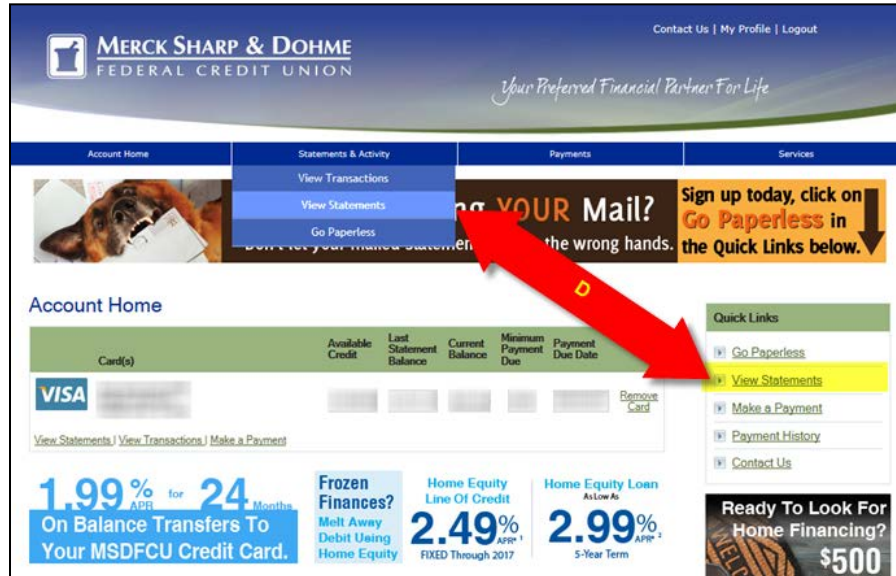
Each month an email or **Statement Ready Notification (SRN)** will be sent to the email address on file.



1. Click the www.msdfcu.org web address in the email to log on to Online Banking.
 - A. From the **Accounts** tab.
 - B. Verify that you are in the **Accounts Overview** menu.
 - C. Locate the **Credit Card Accounts** section and click on the name of the credit card to be taken to the Credit Card Portal.
 - D. If your browser's popup blocker is set, you will need to disable it by clicking on "Always Allow" so that you can access the Credit Card Portal.



2. Once in the Credit Card Portal.
 - A. Locate the **Quick Links** menu on the right side of page and click on **View Statements** **OR** Locate the **Statements & Activities** drop down menu at the top of the page and click on **View Statements**.



3. On the **View Statements** page.
 - A. Available eStatements will display on the right-hand side of the page under the **View eStatements** section.
 - B. Click on the appropriate month to view the PDF of your Credit Card Statement



How To: To unenroll from eStatements [\(Menu\)](#)

Log on to Online Banking.

- A. From the **Accounts** tab.
- B. Verify that you are in the **Accounts Overview** menu.
- C. Locate the **Credit Card Accounts** section and click on the name of the credit card.
- H. In the new Credit Card Portal window locate the **Quick Links** menu on the right side of page and Click on **Go Paperless** **OR** locate the **Statements & Activities** on the drop down menu at the top of the page and Click on **Go Paperless**.
- I. A window will pop up informing you that you are currently enrolled and indicating that you are about to cancel your enrollment. Click the checkbox **Accept the Terms and Conditions**, next click on the **Submit** button.



Go Paperless!

View/Select Card xxxxxx xxxxx 0549

eStatement Unenrollment

This card is enrolled in eStatements. If you would like to cancel your enrollment in eStatements, please select the card you would like to unenroll and check the Acceptance of Terms & Conditions for eStatements enrollment below. When you click the Submit button, you will immediately be unenrolled and begin receiving paper statements. If you would like to continue to enjoy the benefits of eStatements, click Cancel below.

* Required

Effective immediately, I cancel my enrollment in eStatements and agree to receive paper statements sent to the primary address on my account. By selecting the checkbox below I agree that I will no longer receive my statements electronically. I understand and agree that future statements will be sent to me by mail.

I Accept the Terms & Conditions for eStatement Unenrollment*.

Cancel Submit

- J. A pop up will appear asking you to confirm cancellation. Click on the **Confirm** button to complete your cancellation.

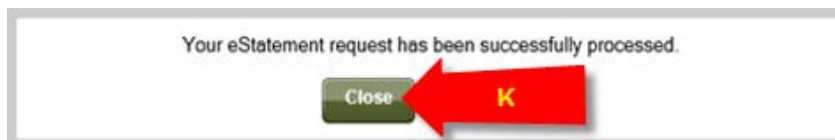


Card Number: xxxxxx xxxxx 0549

To complete your unenrollment in eStatements, please click Confirm below. You will no longer receive an electronic statement and will receive future statements in the mail. If you have unenrolled in eStatements in error, please click Cancel.

Cancel Confirm

- K. A pop up will confirm your request. Click on the **Close** button to exit the process.



Your eStatement request has been successfully processed.

Close