

1. Go to our website, www.akvfcu.com

2. Click on the E Teller Logon link located at the right hand side of our home page. Log on using your Logon ID and Security Code, then click “OK”

3. Once you are logged in, click on “**e-Statements**” under BankIT on the left hand side of the screen.

4. Read through the enrollment instructions. At the bottom of the screen, click on “**Sign Up.**”

5. Click on “**e-Statements**” again under BankIT – If this does not work you may need to add <https://www.netit.financial-net.com/akvfcu/> to your trusted sites, if you are using a pop-up blocker.

6. There will be a drop-down list with all of your member numbers. Click on the first member number. On the screen that comes up after clicking on your first member number – you will fill out your first name, last name, and email address. Then you will select whether you agree to have emails sent to you on additional products/services. You will also have to put a checkmark agreeing that you accept the terms and conditions. Then you will select **Submit**.

7. A window will pop-up once you click **Submit**. If you have more member numbers you will have to close this window and repeat steps 6 again for each member number.

Once you finish step 7 you are enrolled into e-Statements. This means that you will stop receiving monthly paper statements in the mail. You will be notified via email when your statement is ready at the beginning of each month. Please make sure to update your email address if you ever change it. Please call us with any questions or concerns regarding e-statement enrollment, 724-335-2274.