Enhanced eStatements User Guide

After logging into Dart Express Net, click on the new eStatements tab shown above.

You will see options to view your statements or make changes – more information is listed below:

eStatements/Notices:
Choose this option to view your new Enhanced eStatements or notices available. Your previous eStatements are still available to view by selecting the Option "statements" from the drop down menu listed next to your account number on the account listing page.

Sign Up/Changes:
Choose this option to enroll additional accounts to Enhanced eStatements or documents as they become available.

Email Settings:
Change the email address or security phrase associated with Enhanced eStatements. The initial security phrase is already chosen for you, but you may change this at any time. The security phrase is intended to ensure that the email you receive regarding statements or notices is from The Dart Bank.

Additional Recipients:
You may create login credentials for up to three users to view your eStatements or other documents (as they become available through the service) with this option. Additional Recipients access assigned documents via a PDF login shell that arrives as an attachment on the document notification email.

> **Step 1:** Click **Add Additional Recipients** to add.

> **Step 2:** Assign the recipient a **Username, Email Address**, and **Access PIN**. Click **Save**

Additional Recipients

Username	Email Address	Access PIN	
			Save Cancel

Username: The additional recipient uses this name as the login ID when accessing the login shell. The ID may not contain spaces or special characters.
Email Address: Document notification is delivered to this address.
Access PIN: Additional recipient password for the login shell.

Step 3: Click **Assign Documents**

Edit: Select to modify the Additional Recipient username, email address, or PIN
Delete: Remove the Additional Recipient

Step 4: Select the accounts or notices assigned to the Additional Recipient and **Save Settings**.

Disclosures: Review the terms and conditions for the service

Reconciliation Wizard: Balance statement information manually by subtracting checks and adding deposits.