



## E-statements

1. Log into your GHCU online banking session
2. Navigate to the **User Profile** menu and choose **Manage E-mails**
3. Click the green **ADD** button, you will be prompted to add an email address. Click **Continue**
4. Click the box in the Statement column next to the added e-mail address to activate. Click **Save**
5. A window will pop up to ask you about sending a verification email. Click **Ok, send it!**
6. This will trigger an e-mail from FLEXTeller to the e-mail address you've added. This e-mail contains a PDF attachment with a verification code at the end
7. Return to your online banking session and enter in the verification code in the space provided. Click **Submit** This code acts as your electronic consent to receive your statement electronically