Other Tabs

Change Email Address
Update your address through the Email Settings menu.

Additional Recipients
Set up an additional recipient for statements or documents, such as an accountant.

Online Retention of Statements

- We retain statements online for 18 months and notices are kept for 30 days.

- Be sure to save the statements to your computer or a disk for future reference.

Security Reminders

- We will NEVER email you for your personal information. Any email claiming to be the bank requesting personal information, such as Social Security Numbers, IDs or Passwords, should not be trusted or opened.

- Do not write your password down.

- Change your password frequently.

- Use a different password to access your online accounts than ones you use for other applications.

- Always sign out of your online banking session before leaving your computer.

- Never share your password with anyone.

cbtcnet.com
1.888.518.7053

Commercial *Bank*
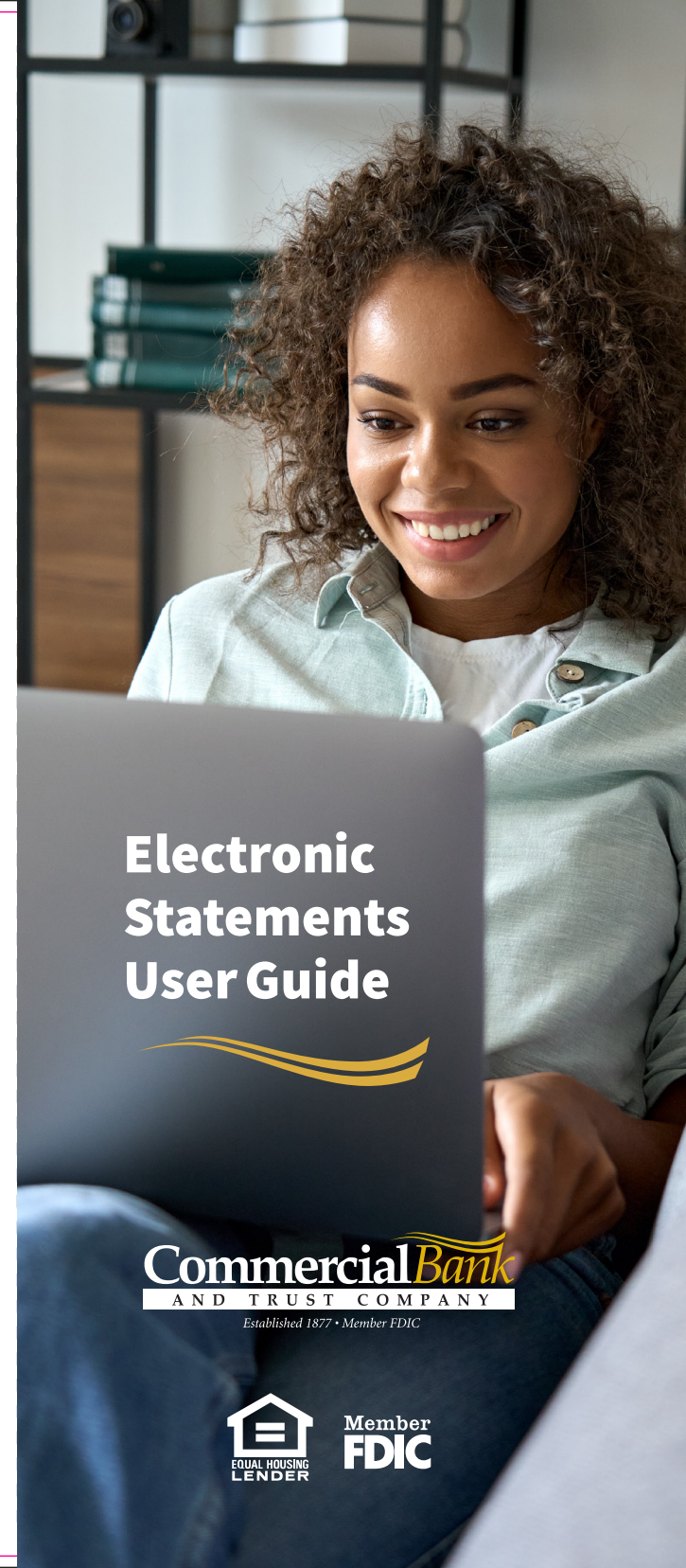### AND TRUST COMPANY
Established 1877 • Member FDIC

EQUAL HOUSING LENDER

Member **FDIC**

Electronic Statements User Guide

Commercial *Bank*
AND TRUST COMPANY
Established 1877 • Member FDIC

EQUAL HOUSING LENDER

Member **FDIC**

Enroll for **Electronic Documents**

- Select the **Electronic Documents** button from the menu bar.

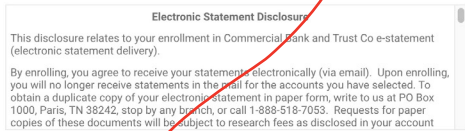| Transfer | Pay a bill | Pay a person | Message | Electronic Documents |
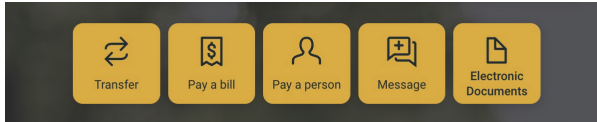
- The first time you click on the **Electronic Documents** button you'll be presented with an enrollment screen from the menu bar.

Step **1**

You may choose to receive your statements and notices for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:

1. Account(s) and Document Enrollment
   All available documents for all active accounts. Details

2. Please review the following email address. If not correct, please update it in the space shown.

3. Please read the disclosure below. You must scroll to the bottom of the disclosure before agreeing to the terms listed.

Electronic Statement Disclosure

This disclosure relates to your enrollment in Commercial Bank and Trust Co e-statement (electronic statement delivery).

By enrolling, you agree to receive your statements electronically (via email). Upon enrolling, you will no longer receive statements in the mail for the accounts you have selected. To obtain a duplicate copy of your electronic statement in paper form, write to us at PO Box 1000, Paris, TN 38242, stop by any branch, or call 1-888-518-7053. Requests for paper copies of these documents will be subject to research fees as disclosed in your account

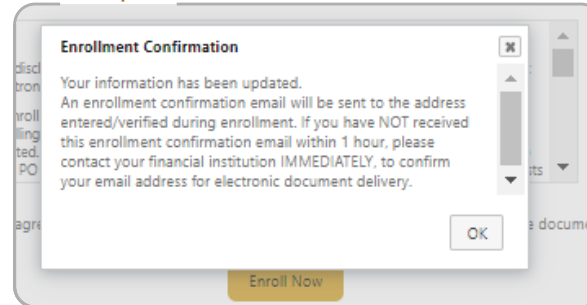☐ I agree to the listed terms.   Click here to see a sample document.

- Click **Details** to see which accounts and document types you can enroll.

- Remove the check boxes from any documents you wish to receive on paper.

- To download the most current version of Adobe® Acrobat®, please visit www.acrobat.com. By clicking I accept, you agree to these terms and conditions and attest that you can successfully open and view a PDF

Step **2**

2. Please review the following email address. If not correct, please update it in the space shown.

csmith@cbtcnet.com

- Make sure your email is correct. If no email is listed, you must fill one in.

Step **3**

Enrollment Confirmation

Your information has been updated. An enrollment confirmation email will be sent to the address entered/verified during enrollment. If you have NOT received this enrollment confirmation email within 1 hour, please contact your financial institution IMMEDIATELY, to confirm your email address for electronic document delivery.

OK

Enroll Now

- Once email is confirmed; agree to the terms and conditions, then choose Enroll Now.
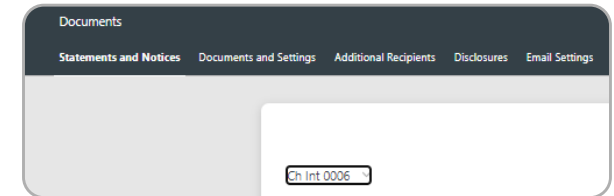
Congratulations on going paperless and reducing waste!

- You will receive an email of confirmation.

- Emails from CBTC regarding Electronic Documents will reference the type of document being sent such as Your Statement is Available.

Receiving Documents

You'll receive an email when your Electronic Document is ready. Sign into CBTC Online Banking to continue.

Click on the Electronic Documents tab for a list of documents. Toggle beeween accounts by using the drop-down account listing.

| Documents |
| Statements and Notices | Documents and Settings | Additional Recipients | Disclosures | Email Settings |

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Saving and Printing

Because the statements open with Adobe, you can use the Adobe toolbar to save or print.

| Documents |
| Statements and Notices | Documents and Settings | Additional Recipients | Disclosures | Email Settings |

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Date	Description		
05/12/2022	Statement May 2022	View	Download
04/12/2022	Statement April 2022	View	Download
03/11/2022	Statement March 2022	View	Download