



## **E-STATEMENTS**

We are excited to announce that you can now review your credit union statements right in online account access. No more waiting for your statements to arrive in the mail. You'll receive an email message letting you know your statement is waiting for you to pick up online. Then you simply log on to online account access using your member number and confidential personal identification number (PIN) and click on the "View Your Statements" button.

You will be able to take advantage of these great features:

- View statements much sooner than a mailed copy
- View up to 12 months previous statements at any time
- Print your own statement copies only when needed
- Feel safe accessing our secured server using your confidential PIN

### **Here's How You Can Get Started:**

1. Go to the Newaygo County Service Employees Credit Union website, [www.ncsecu.com](http://www.ncsecu.com), and click on the online account access button
2. When prompted, enter your Member Number and PIN
3. Click on the "Statement Options" button
4. Follow the instructions to enroll

### **Getting Your Statements**

Once you have enrolled, you will have immediate access to your past statements. Just select the statement you want, view it, or print it using the print option. In the future, you will be notified, via email, when your most recent month's statement will be ready.

### **Correct Email Address**

It is critical that you make sure we always have your current email address. If you change your address, please update the address by choosing the "Statement Options" button in online account access.

### **Statement Options**

When you choose the "Statement Options" button, you have two choices of how you want your e-statements to come:

- E-Statement only, no printed copy
- E-Statement and printed copy for 3 months. After 3 months the printed copy will stop coming and you will only receive your statement electronically.

### **Un-Enrollment**

If you decide that you do not want to receive e-statements anymore or you no longer have an email address, just click on "Statement Options" in online account access and choose the option "I no longer wish to receive my statements electronically."

If you have any questions or have not used online account access before and would like instructions, call the Credit Union at 231-924-5510 for assistance.