PlusLive eDocuments Guide

Signing up for eStatements is as easy as 1-2-3.

1. Agree to the disclosure. 2. Choose how you get notified 3. Verify you can see PDF's

It's just that easy.

How to sign up for eStatements

1. Log onto PlusLive
2. Click the "**View Statements**" button in the menu
3. Click the "**Proceed**" button to continue on to the eDocument site
4. Please read the disclosure
5. Click the "**I Accept**" button at the bottom of the disclosure

Figure 1 - View Statements Button

> *Note: You can review the accepted disclosure at any time by clicking on the menu option "Accepted Disclosures"*

6. If you want email notification
   a. Enter your email address in the "**Email Address**" field
7. If you want text message* notification
   a. Select your cell phone carrier from the "**Cell Phone Carrier**" list
   b. If you pick "**Mobile Provider Not Listed**" then you must know the complete text messaging address. Please contact your mobile carrier for details.

   Example: 5551231234@yourcarrier.com

   * Standard message charges may apply.

   c. Enter your 10 digit cell phone number, which includes the area code

> *Note: If you wish to receive both email and text messages please fill in both email and text messaging fields*

8. Ensure that **"All By Electronic"** is selected in **the Document Delivery Preference** field

9. Click "**Save**" button

Figure 2 - Email and or text message fields

10. A PDF document will appear in the window

> *Note: This is to prove that you can view a PDF document. The verification only happens during the initial sign up.*

11. Locate the code in the PDF document and enter it in the "**Enter the verification code**" field
12. Click "**Verify Code**" button
13. Signup is complete

Viewing Statements and More

Viewing, downloading and printing your statements all can be done from the "Documents List" section of eDocuments.

1. Log onto PlusLive
2. Click the "**View Statements**" button in the menu
3. Click the "**Proceed**" button to continue on to the eDocument site.
4. Click on the "**Documents List**" in the menu
5. Click on the statement you wish to view
    a. If you wish to see archived statements check the "**Show Archived Statements**" check box
    b. Select the statement you wish to view
6. Once the statement is open you can save it to your computer or print it to your printer

> *Note: Statements are automatically archived for you after 120 days.*
>
> *Statements are retained for 2 years*

![PlusLive]

Changing Preferences or Information

Changing back to paper statements, how you wish to be notified that statements are ready, or updating your email or text message address can all be done from the "**Profile**" section of the eDocuments site.

1. Log onto PlusLive
2. Click the "**View Statements**" button in the menu
3. Click the "**Proceed**" button to continue to the eDocument site
4. Click on "**Profile**" in the menu

Once in the "**Profile**" section you can:

- Change the "Document Delivery Preference" to "All By Paper"
- You can update your email address or text message address in the "Profile" section of

Email Address	sample@sample.com
Cell Phone Carrier	▼
Cell Phone Text Message (SMS) Email Address	5552823456@mobilecarrier.net ❓
Document Delivery Preference	All By Electronic ▼
	Save

Figure 3 - Email and or text message fields

      eDocuments

Plus Credit Union has the following minimum requirements for eStatements:

- A valid email or SMS address
- A personal computer with a modern web browser such as
- Internet Explorer 11 or higher
- Google Chrome
- Mozilla Firefox
- Safari for Apple Mac Desktops and Laptops
- An ability to view PDF documents
- A smart phone using iOS or Android operating system with Plus Credit Union's mobile application