

Hamilton County School Employees Credit Union

# e-Statement Express Guide

Simple instructions for HCSECU's e-Statements

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## e-Statement Express Guide

### Enrolling In e-Statements

- 1.) Log in to Virtual Branch by visiting [www.hcsecu.com](http://www.hcsecu.com).
- 2.) Click on "Self Service" tab.
- 3.) Click the "E-Statements" link.
- 4.) Then click on "Sign Up".
- 5.) You will be redirected back to the Self Service area, once again click on "E-Statements" link.
- 6.) You will automatically be transferred to the "Activate Statement Express" Page, you will need to complete the required field(s) and then agree to the terms and conditions.
- 7.) Once you have completed the required information, please click "Submit".
- 8.) You have now completed the enrollment process for e-Statements.

### Viewing Your e-Statements

At the end of each month you will receive notification via e-mail letting you know your statement is ready for viewing. The e-mail will provide you will a direct link to view your statement or you can also log into Virtual Branch to view your statement.

- 1.) Log in to Virtual Branch by visiting [www.hcsecu.com](http://www.hcsecu.com).
- 2.) Click on "Self Service" tab.
- 3.) Click the "E-Statements" link.
- 4.) You will be redirected to the e-Statement site (Statement Express).
- 5.) Once you are at the Statement Express site you will see each statement listed by date, to view that statement click the "view" link.

### Saving & Printing Your e-Statements (Internet Explorer / Safari Users)

The e-Statement system will allow you to view the past 6 statements for every account(s). If you would like to keep an archive of previous statements you will need to save them or print them for your records. Below are some simple directions for making a backup copy of your e-Statements.

- 1.) Log in to Virtual Branch by visiting [www.hcsecu.com](http://www.hcsecu.com).
- 2.) Click on "Self Service" tab.
- 3.) Click the "E-Statements" link.
- 4.) You will be redirected to the e-Statement site (Statement Express).

#### To Print:

- 5.) Click on "view" for the corresponding statement you wish to print.
- 6.) Click on the "Printable Version" button.
- 7.) A new window will open with a printable version of your statement.
- 8.) Click "File" and "Print".

#### To Save:

- 5.) Click on "view" for the corresponding statement you wish to print.
- 6.) Click on the "Printable Version" button.
- 7.) Click "File" and then click "Save As"
- 8.) Give the file name - example: January09 and specify the location of where you wish to save the file.
- 9.) The click on "Save"

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### Adding Additional Accounts

If you have multiple accounts at the Credit Union that you receive statements for, you will need to set up each account on the e-Statement Express system.

- 1.) Log in to Virtual Branch by visiting [www.hcsecu.com](http://www.hcsecu.com).
- 2.) Click on "Self Service" tab.
- 3.) Click the "E-Statements" link.
- 4.) Underneath the "Select the Account Number" area you will see a drop down menu; click the additional account you would like to configure for e-Statements.
- 5.) Once you have selected the account you wish to configure click "OK"
- 6.) You will automatically be transferred to the "Activate Statement Express" Page, you will need to complete the required field(s) and then agree to the terms and conditions.
- 7.) Once you have completed the required information, please click "Submit".
- 8.) You have now completed the enrollment process for e-Statements.
- 9.) You must visit the Self Service tab in Virtual Branch to view the different accounts configured for e-Statements.

### De-enrolling

You have the ability to cancel your e-Statements if you choose to receive a conventional paper statement.

- 1.) Log in to Virtual Branch by visiting [www.hcsecu.com](http://www.hcsecu.com).
- 2.) Click on "Self Service" tab.
- 3.) Click the "E-Statements" link.
- 4.) Underneath the "Select the Account Number" area you will see a drop down menu; click the additional account you would like to configure for e-Statements.
- 5.) Once you have selected the account you wish to configure click "OK"
- 6.) You will automatically be transferred to the "Activate Statement Express" Page.
- 7.) Click the "Profile" link.
- 8.) Click the "Initiate De-enrollment" link and follow the steps as prompted.
- 9.) Once you have completed the de-enrollment process you will begin receiving a conventional paper statement again.

### Member Support

Need Help? - Contact the Credit Union today for assistance with your Online Banking needs!

#### Main Office

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