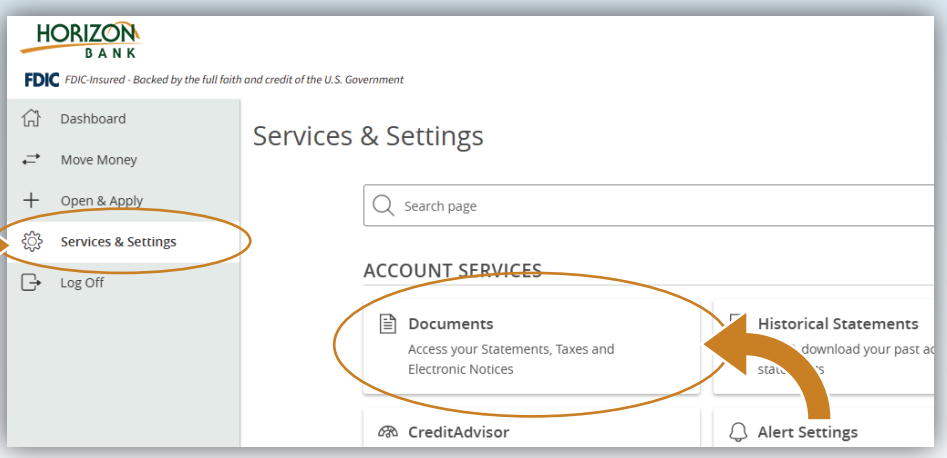
HORIZON BANK

How to Sign up for e-Delivery

1. ONLINE BANKING MENU

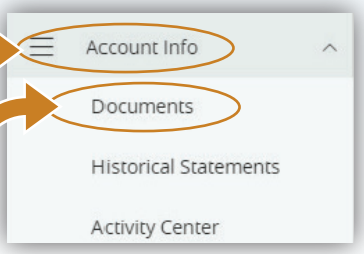
Personal Customer:

+ Select **Services & Settings**
+ Then, select **Documents**



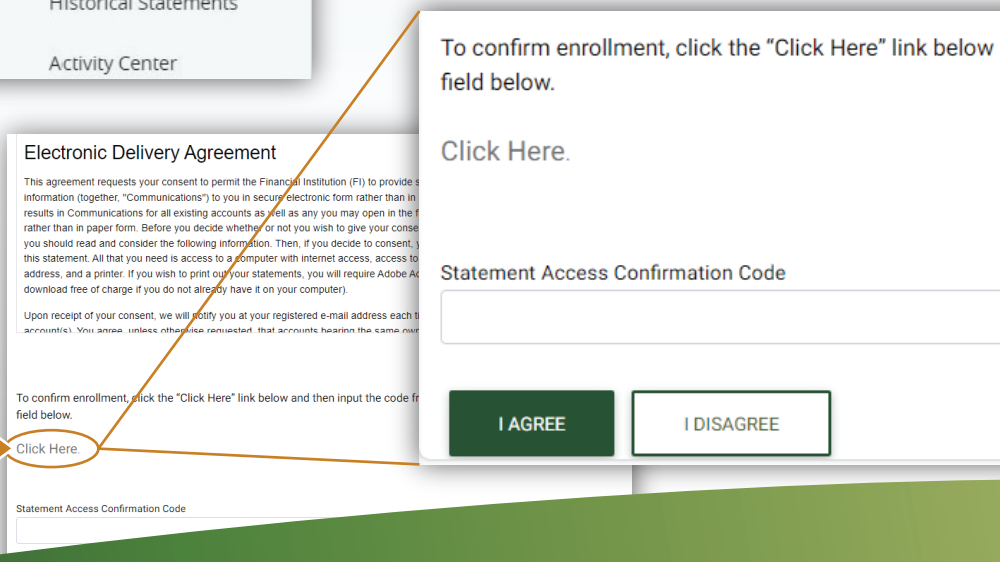
Business Customer:

+ Select **Account Info**
+ Then, select **Documents** from the dropdown menu



2. FOLLOW ONSCREEN PROMPTS

+ If not enrolled, the Electronic Delivery Agreement Page will appear
+ Review the agreement and select **Click Here** to receive a PDF with your confirmation code



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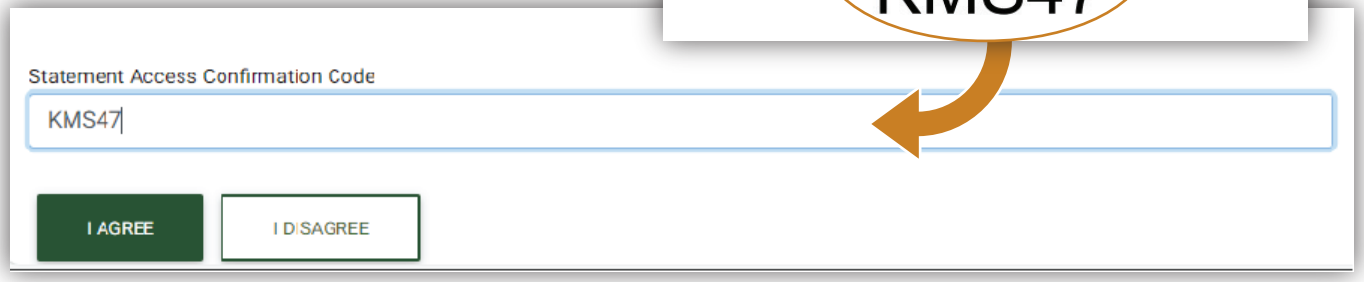
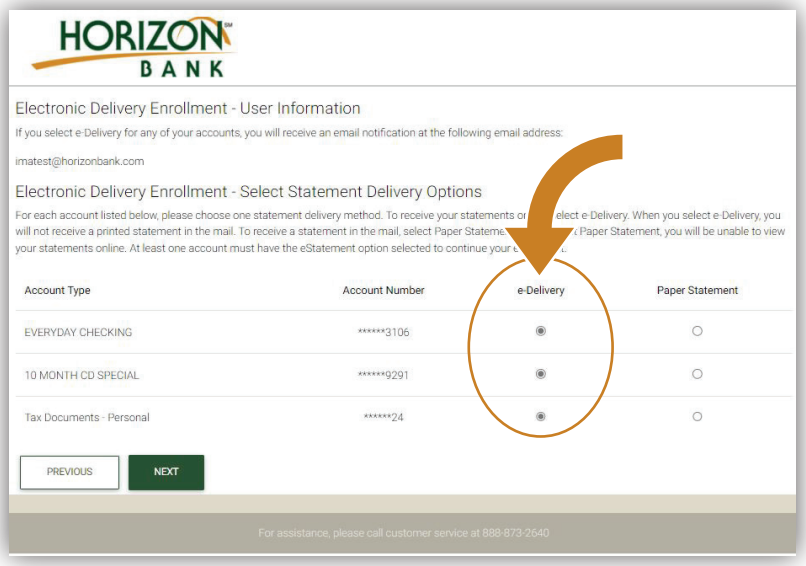
3. CONFIRM E-SIGN DELIVERY

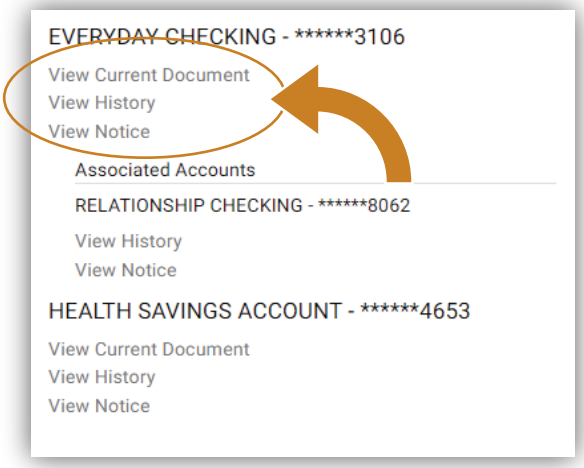
- Copy and paste the code into the Statement Access Confirmation Code field.
- Click **I AGREE**



4. SELECT STATEMENT DELIVERY OPTIONS

- Select **e-Delivery** for each account including Tax Documents option.
- Click **Next**
- Confirm your options and Click **ENROLL**



5. ACCESS ELECTRONIC STATEMENTS, DOCUMENTS AND NOTICES

- **Personal Customer**: Click **Services & Settings**
- **Business Customer**: Click **Account Info**
- Select **Documents** to view all accounts
- Choose View **Current Document**, **History**, or **Notice** under each account