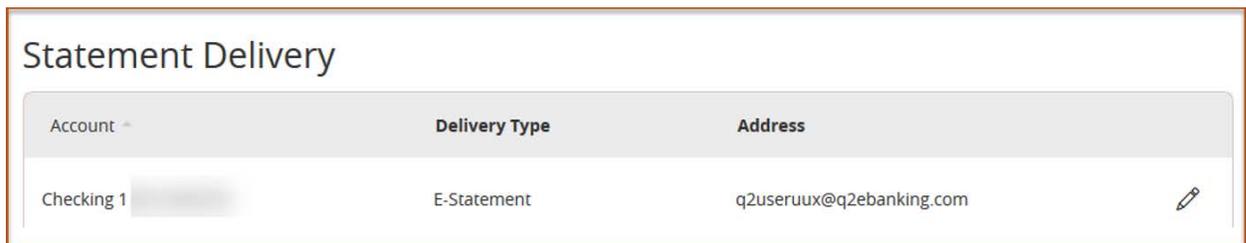


## Statement Preferences

Change your statement delivery method at any time that is convenient for you!

### Changing Statement Preferences

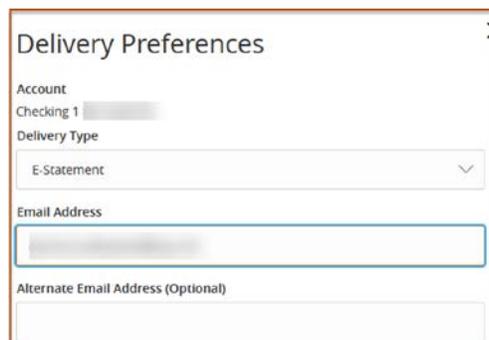
1. On the left-hand menu click or tap Settings.
2. Select Statement Preferences in the drop-down menu.
3. The Statement Delivery screen will display the account number, the delivery type, and the address, email or physical, to which your statement will be delivered.



The screenshot shows a mobile application screen titled "Statement Delivery". It features a table with three columns: "Account", "Delivery Type", and "Address". The "Account" column shows "Checking 1" with a blurred account number. The "Delivery Type" column shows "E-Statement". The "Address" column shows the email address "q2useruux@q2ebanking.com". A pencil icon is visible in the bottom right corner of the table, indicating an edit function.

Account	Delivery Type	Address
Checking 1 [blurred]	E-Statement	q2useruux@q2ebanking.com

4. To change the delivery preference, select the pencil icon next to the account you would like to change.
5. Use the drop-down menu under delivery type to select how you would like the statements to be delivered.



The screenshot shows a "Delivery Preferences" dialog box. It contains the following fields: "Account" (Checking 1 [blurred]), "Delivery Type" (a drop-down menu currently showing "E-Statement"), "Email Address" (a text input field with a blurred address), and "Alternate Email Address (Optional)" (an empty text input field).

6. If you select E-Statement, you will be prompted to enter an email address. You can also choose an alternate email address to receive the email.

Note: When you receive the email from Machias Savings Bank, it will be an alert to let you know your statement is ready for viewing in online banking. The actual statement will not be attached to the email.

7. If you select Paper Statement, a physical copy of your statement will be mailed to the address Machias Savings Bank has on file for you. You can change your address under Address Preferences under the Setting tab on your menu.

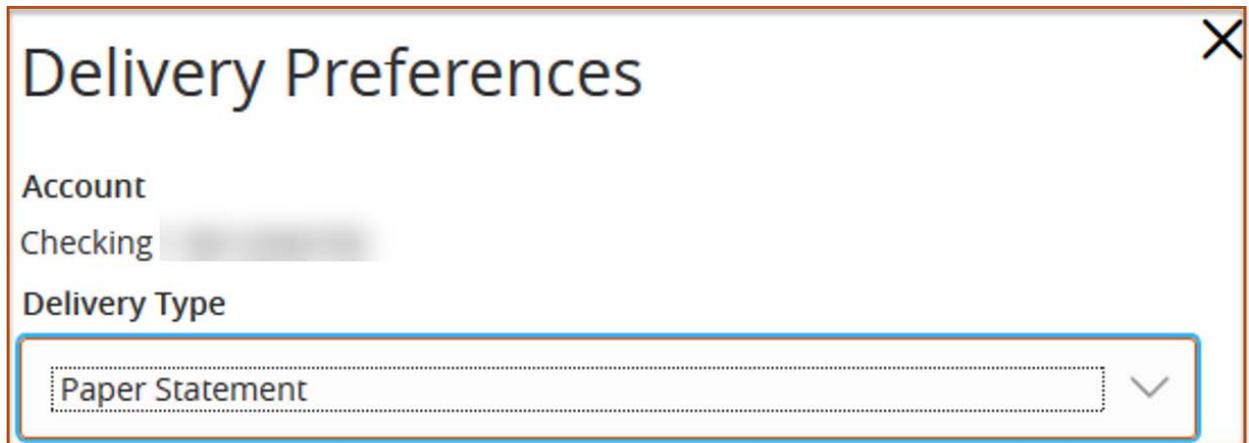
Questions? We can help!

Phone: 1-866-416-9302

Email: [customerservice@machiassavings.com](mailto:customerservice@machiassavings.com)

Simple. Seamless. Secure

Revised 6.12.2020



The screenshot shows a window titled "Delivery Preferences" with a close button (X) in the top right corner. Below the title, there are two sections: "Account" and "Delivery Type". Under "Account", the text "Checking" is visible next to a blurred area. Under "Delivery Type", there is a dropdown menu with "Paper Statement" selected and a downward arrow icon on the right side of the menu.

8. Once you are done selecting your delivery preference, select save. Your next statement will be delivered to wherever you have selected.