



# Add Recipients to View Statements

We've made it easy to access your loan statements in our new loan platform. You'll receive an email notification when your statement is ready to view. Log in to your account on our loan platform and follow the steps below to allow additional recipients (such as accountants) to view your statements.

Johns Loan Account x2647 \$70.92 Available ⓘ

Transactions	
INTEREST RATE CHANGE	\$0.00
Nov 30	\$70.92
INTEREST DEPOSIT	+\$0.01
Nov 30	\$70.92

Transfer eStatements Spending Habits Stop payments Alert preferences Settings Attach to a conversation

Documents eStatements/Notices Sign Up/Changes Email Settings **Additional Recipients** Disclosures

You currently have no Additional Recipients. Please be aware that additional recipients will see your check images and security phrase. Username is the log-in name the additional recipient will use when signing in to view the statement and/or document. It may not contain spaces or special characters. The Access Pin is the recipient's password and must be between 8 and 12 characters in length, containing both alpha and numeric characters. It is case sensitive and will expire every 6 months.

**3** Add Additional Recipients

**4** Username Email Address Access PIN **5** Save Cancel

**6** Add Additional Recipients

In the **Accounts tab**, select an account.

- 1 Click the **eStatements button**.
- 2 Click the **Additional Recipients tab**.
- 3 Click the **Add Additional Recipients button**.
- 4 Enter a username, email address and access PIN for the additional recipient.
- 5 Click the "Save" link.
- 6 Click the **Add Additional Recipients button** and assign which documents the additional recipient should receive.

Please contact us with any questions.  
We're here to help.

866.641.3792 | [info@fswcf.org](mailto:info@fswcf.org)