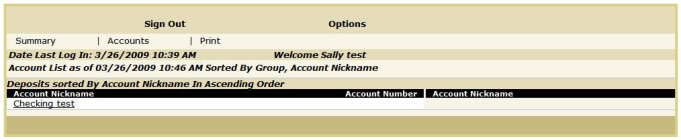
How to Access e-Statements

1 2 3 4 5

Select an Account

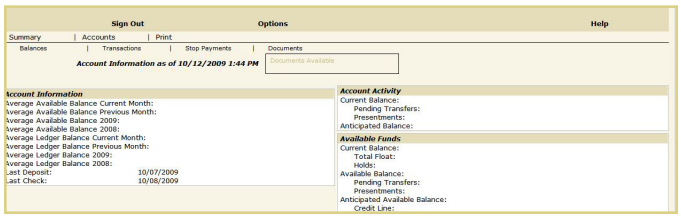
- Direct your web browser to www.tbonm.com. Log in to your OnLine Banking account.



- Click on the name of the account for which you would like to view your e-Statement. In this example, "Checking test."

1 2 3 4 5

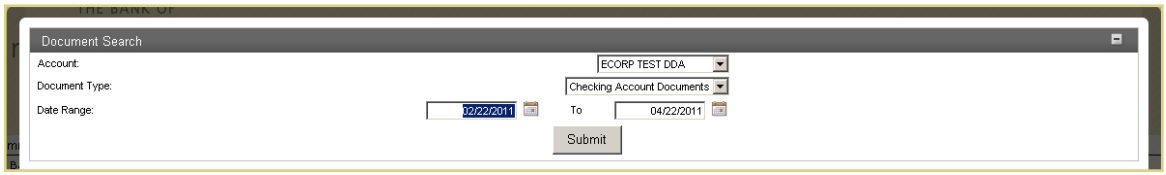
Visit the Documents Menu



- From the "Account List" page, hold your cursor over the "Documents" tab and select "Documents Available."

1 2 3 4 5

Document Search



- The Document Search window will appear. Select the Document Type, the desired Date Range and Click Submit. Documents are available for up to 18 months prior.

- Select the Document you wish to view or click the disk icon to the right to save the document to your computer. Your most current statement will be listed first.

FDIC

406 Bay Street, Petoskey Michigan 49770
877.487.1765 www.tbonm.com

130 South Union Street, Traverse City Michigan 49684
866.237.7999 www.tbonm.com

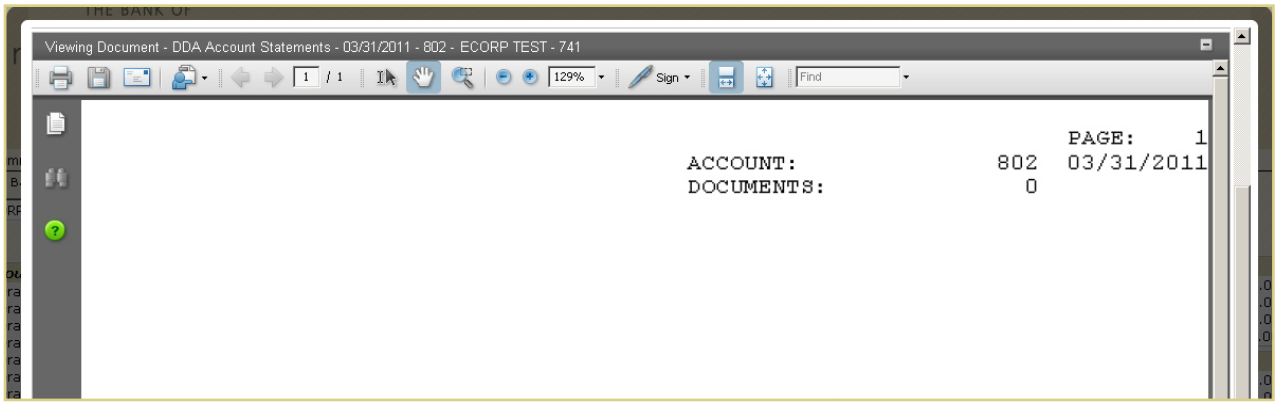
THE BANK OF
northern michigan

How to Access e-Statements

1 2 3 **4** 5

Document View

- If you have clicked on an e-Statement Document to view it will open in a new window. This document is viewed using Adobe Acrobat Reader 10. The document can be saved to your computer or printed from this view.



Troubleshooting Tips

- If your e-Statement does not show up, you might not have the latest version of Adobe Acrobat Reader. Please visit www.get.adobe.com/reader/ to download the latest version.
- If you have uploaded the latest version and are still having problems viewing your statement please contact Client Services at 231.487.1765 (Petoskey) or 231.922.2101 (Traverse City) for further assistance.

1 2 3 4 **5**

Exit Document View

- Click the X at the bottom right corner of the screen to exit out of Document View.

For telephone assistance while accessing e-Statements, contact a Client Service Representative at 231.487.1765 (Petoskey) or 231.922.2101 (Traverse City).

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