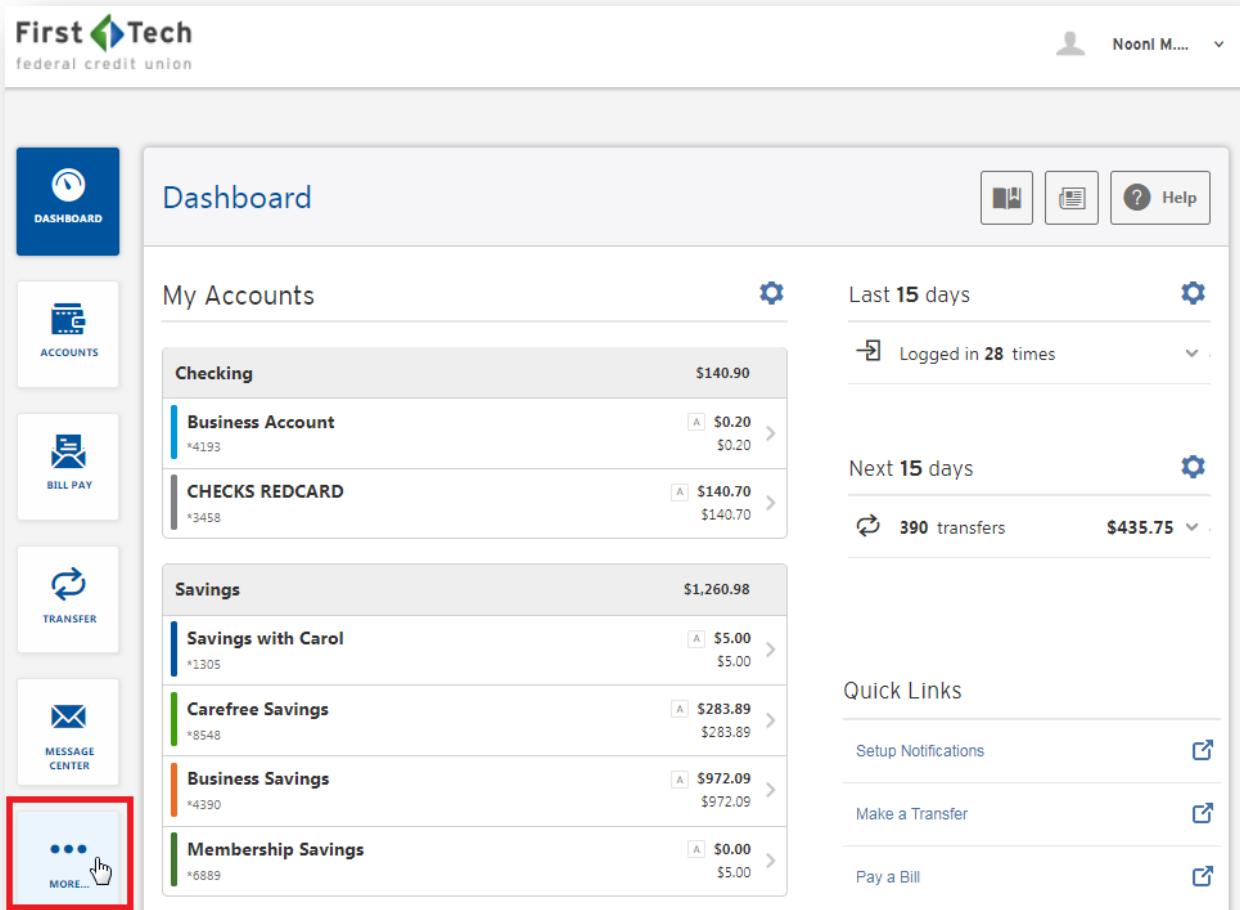# STEP-BY-STEP GUIDE: Online Banking
Using the e-Docs Widget

The following step-by-step guide was developed to assist you in navigating the e-Docs widget within Online Banking. You can also contact us at 855.855.8805.

Steps 1-5 are for members who do not see the "E-DOCS" widget on the left-hand side menu. If you already have the E-DOCS widget favorited, you can skip to step 9.

1) Log into First Tech Online Banking and select "MORE" from the left-hand side menu:

2) Click on "WIDGET OPTIONS":

3) Scroll down to the "Available" section and click "Add" to manually add your "e-Docs" widget:

4) You can then select up to five favorited widgets. They're active when the stars appear as yellow:

5) Your updated list of favorite widgets will appear on the left-hand side menu:

6) To access e-Docs, first, you need to "Subscribe" to use the feature:

7) A "Subscription Disclosure" window will then pop up. Read through the disclosure content and if you consent check the "I Agree" box. Then, proceed to "Open PDF". A PDF will open in another browser window, where you can access a unique 5-character code, for example "ZU812". Enter the unique code from the PDF into the text box. Finally, click on "Subscribe" to finish:

8) The page will automatically redirect you to the e-Docs page, showing:

9) To view or download your credit card, mortgage, monthly/quarterly membership statements, click on the "Statements" tab. To view a specific Statement within that tab, click on the item and it will pop up:

10) To access important notices pertaining to your checking and savings accounts, loans, deposit products, credit cards, click on the "Notices" tab. To view the specifics of each notice, click on the item for it to pop up:

11) The Statement/Notice/ or Tab Form then pops up the "View eDocument" tab; where you can download and save the document as a PDF:
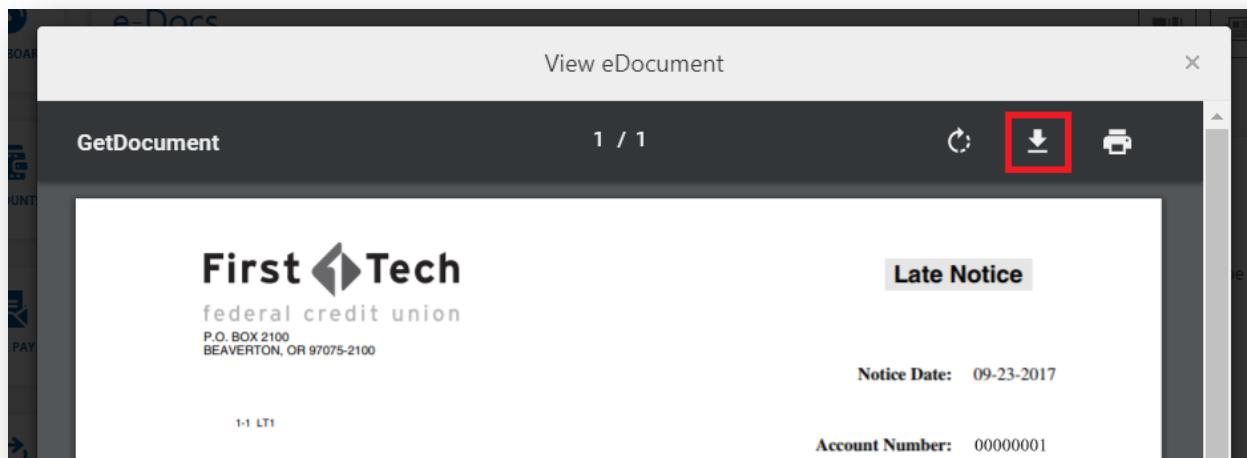
12) In the "View eDocument" pop-up tab, you can also print the document by clicking on the "printer" icon: