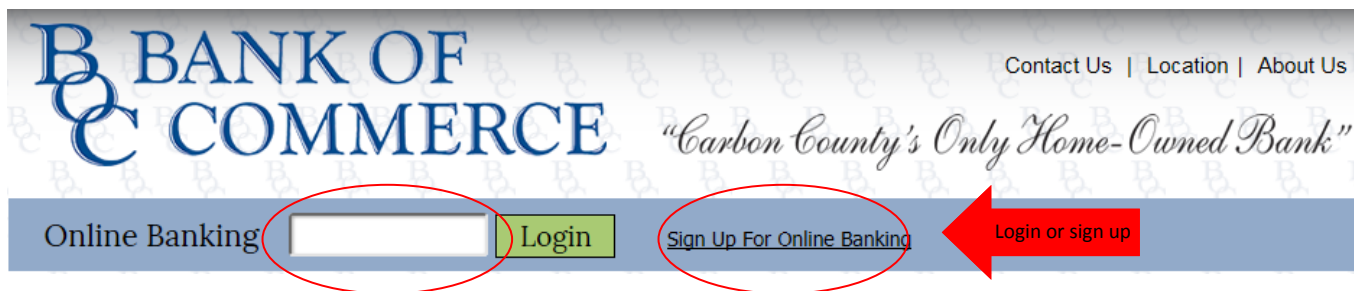
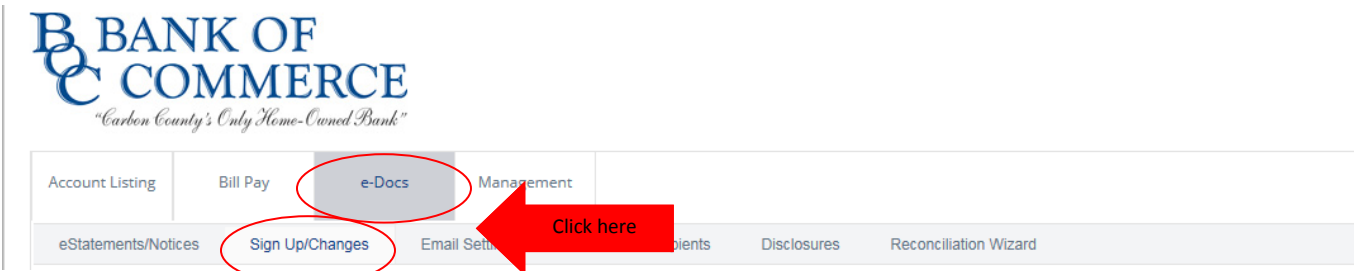


# Get Your E-Tax Notice From Us Faster In 4 Easy Steps

**1** Access Net Teller at [www.bocrawlins.com](http://www.bocrawlins.com)  
Login OR Sign up if you are new to Net Teller internet banking

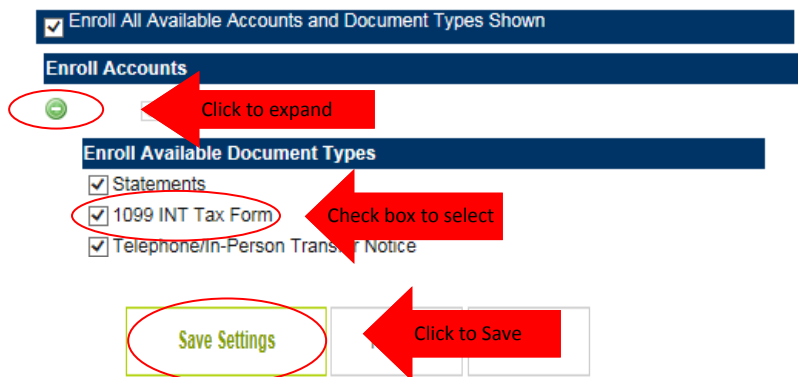


**2** Click the e-Docs tab THEN click Sign Up/Changes tab



**3** Your accounts will be listed. Click the + icon next to the account you wish to enroll for to expand options .  
To receive your forms electronically select the box next to the form

- 1099 INT Tax form *and/or*
- 1098 TaxMaster Mortgage (not pictured below)
- Loan Interest Paid Notice (not pictured below)



**4** Read and agree to the Terms and Conditions and System Requirements. You will receive a confirmation notice that changes have been made.

#### Terms and Conditions

This agreement is made between you and Bank of Commerce and provides your request and consent to receive statements and notices for your accounts by electronic delivery. These electronic statements and notices are called 'e-Docs'.

By enrolling for eDocs, you are electing to receive your statement and notices by electronic delivery. Once enrolled, you will no longer receive your statement or notices through US mail and you will only receive your statement and notices by email notification. It is your responsibility to set your security phrase that will appear in your email notification from the Bank of Commerce. Although you are opting to receive your statements and notices electronically, you can still request a copy from the Bank at any time. The fee for this is \$3.00 per statement. At any time should you wish to resume receiving paper statements instead of receiving them electronically, you may login to your online account, click on the eDocs tab and remove the checkmark in front of the account on which you wish to resume receiving paper statements. You can also contact us using a secure message or write us a letter, please be sure to identify yourself and the applicable accounts. When your next statement is to be sent out it will then be sent to you in paper copy.

#### System Requirements

In order to view your statements electronically you will need Adobe Acrobat Reader. You can obtain this reader from the Adobe website [www.adobe.com](http://www.adobe.com). For security purposes we recommend that you update your web browser to the most current version, and make sure that it will support 128 bit encryption. Bank of Commerce will maintain the two most recent statements under the eDocs tab. As new statements are added the oldest statement will purge off.

In order to provide you with a notice that your statement is waiting, we must maintain a current customer email address at all times. It is your responsibility to provide us with your correct contact information and email address. If you need to change this with the bank, you can contact us via secure message within your online banking account, or you can call us, send a signed letter to the bank or just let us know in person.

Bank of Commerce has the right to amend these terms and conditions from time to time provided we notify you 10 days prior to any changes.



Changes have been successfully saved.