



## Receive Paperless Statements in Regions iTreasury

Manage your statement preferences in Regions iTreasury®, including the ability to opt in/out of Paperless Statements. Just follow the steps below:

- Go to the **Preferences** screen under **Administrations and Settings**
- Toggle to the “**On**” position under the Paperless column or “**off**” if you choose to unenroll
- Enter a preferred email address and consent to the paperless terms and conditions
- Choose which accounts you wish to add or remove from online statements. The following statement types are applicable for paperless opt in/out preferences:
  - DDA (Demand Deposit Account) including NSF (Insufficient Funds) and OD (Overdraft) Notices
  - SAV (Savings Account)

The screenshot shows the 'Preferences' screen in the 'ADMINISTRATION & SETTINGS' section. The 'Paperless Statements' tab is active. A table lists several accounts with their respective 'Paperless' status (toggle) and 'Online Statement Recipient' (email address). The 'Paperless' status for 'Comp 12345' is 'On', and its email address is 'john@regions.com'. Other accounts have their 'Paperless' status set to 'Off'.

Account Name	Account Number	Account Type	Paperless	Online Statement Recipient	Last Modified
Com 1 Operating	000000000	Demand Deposit	Off		
Comp 12345	000000000	Demand Deposit	On	john@regions.com	
Company ABC	000000000	Demand Deposit	Off		
ABCD Company	000000000	Demand Deposit	Off		
XYZ Comm	000000000	Demand Deposit	Off		

### Key Characteristics of this Feature:

- Option to apply email address to all accounts at one time or to select accounts
- Option to apply paperless **On** or **Off** to all accounts at one time

This feature is available to all iTreasury Administrators. Other users who need access to this feature should reach out to their iTreasury Administrators.