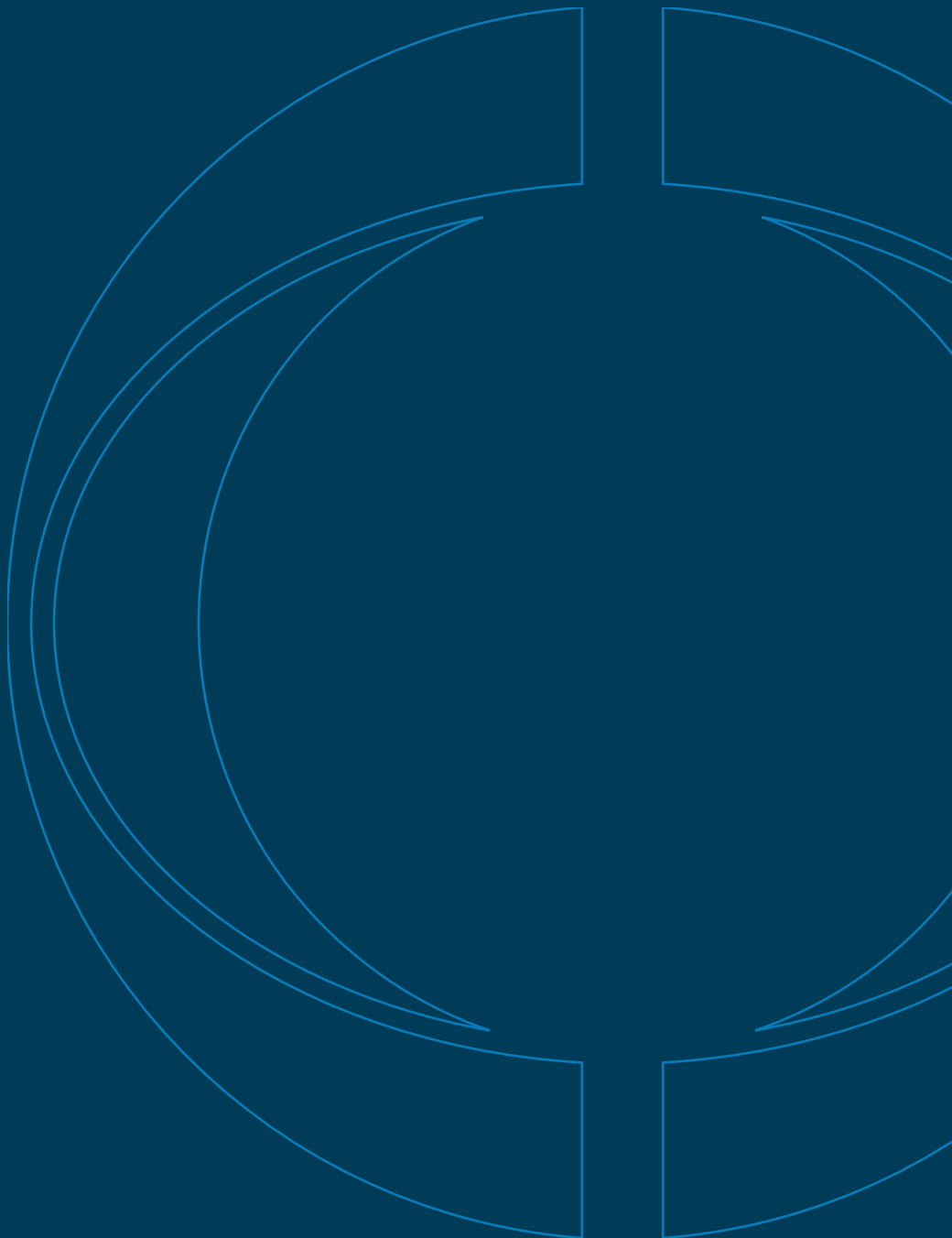
BANC OF CALIFORNIA

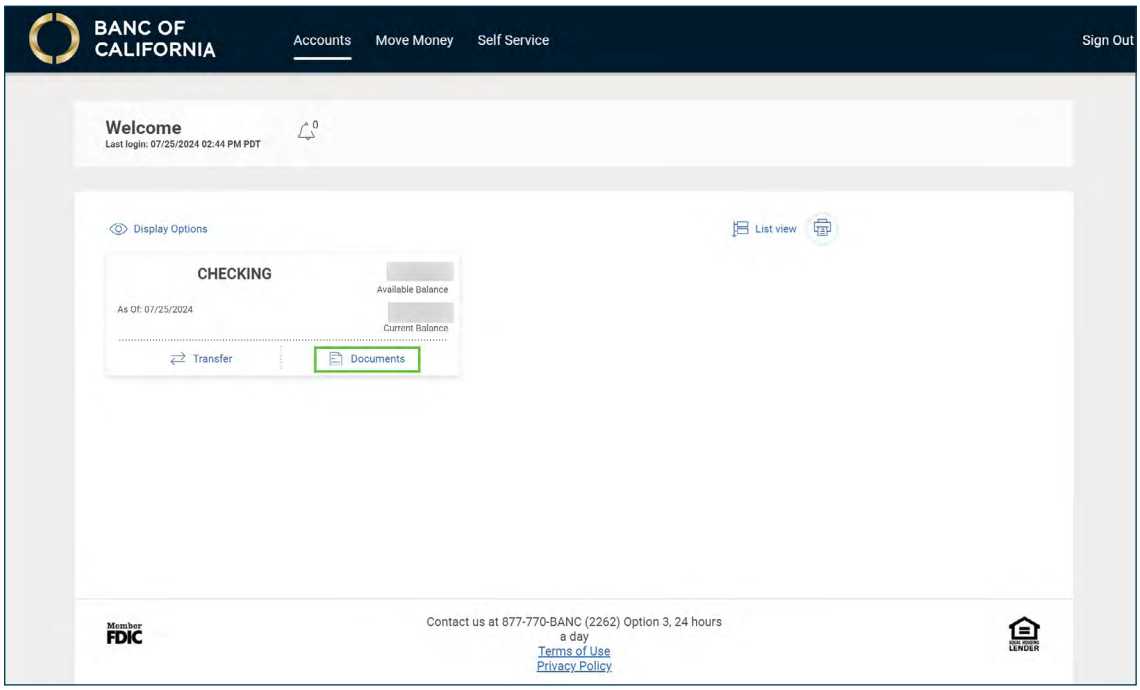
USER GUIDE:

ENROLLING IN ONLINE STATEMENTS

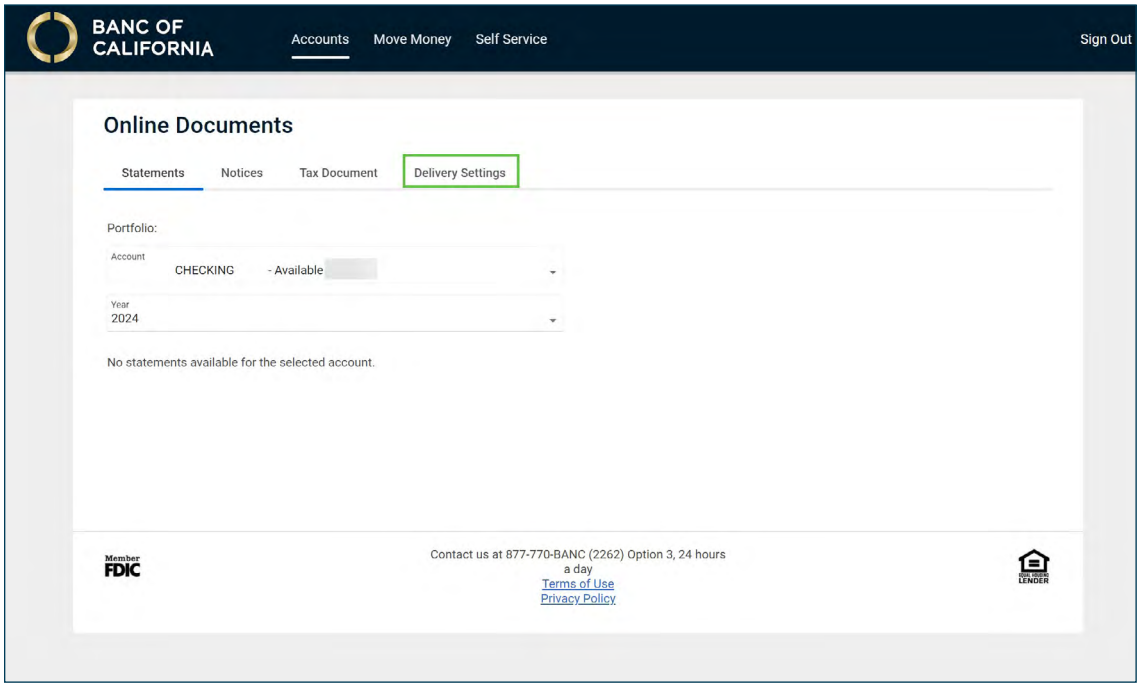


Enrolling in Online Statements

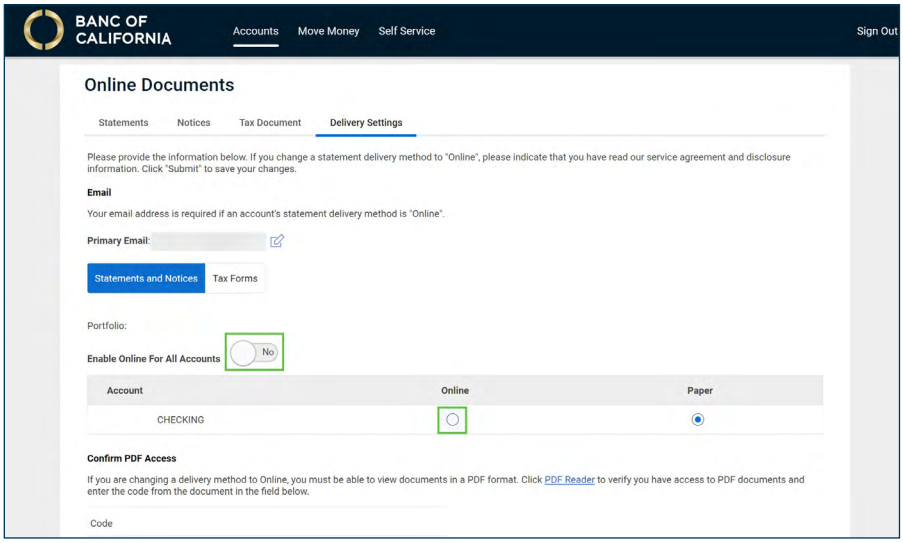
1 To enroll in online statements, log in to **Personal Online** at bancofcal.com and click on **Documents**. (Important Note: Statement preferences **cannot** be changed using the mobile app.)



2 Within the **Online Documents** menu, click the **Delivery Settings** tab on the right.

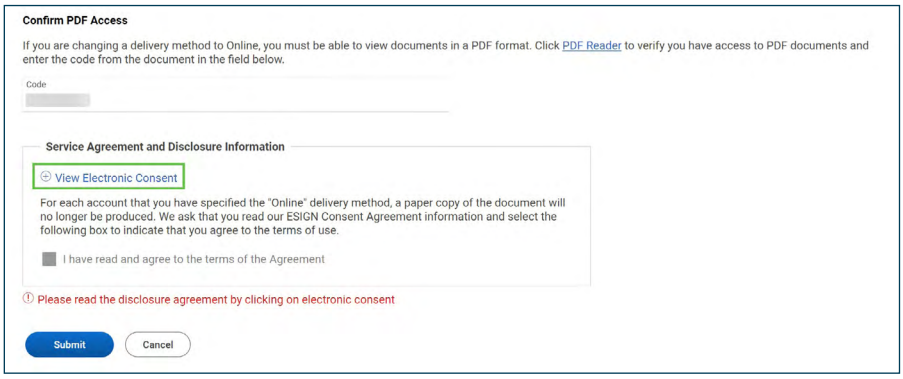


3 Within the **Delivery Settings** menu, you can click the **Enable Online for All Accounts** switch if you'd like to change all accounts to online statements, or click the radio button to switch individual accounts' delivery settings.

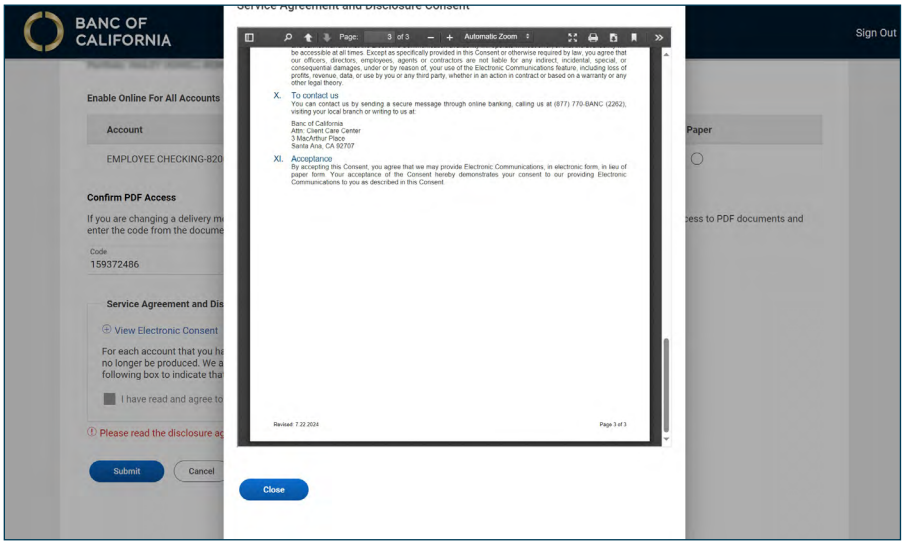


4 You can confirm PDF access if you are unsure by following the instructions on screen. (This is an optional step.)

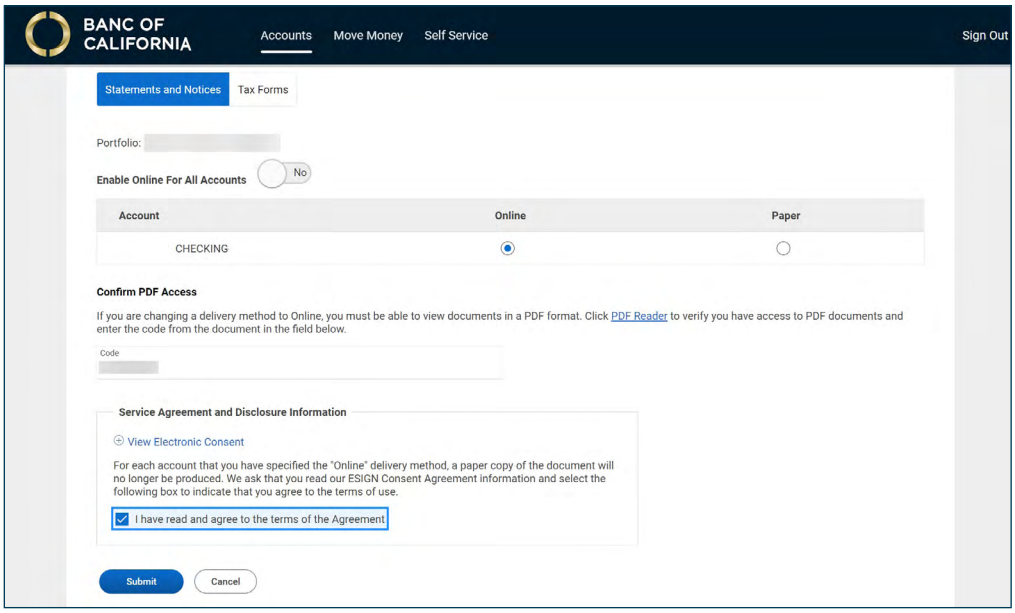
5 Next, you must click the **View Electronic Consent** link,



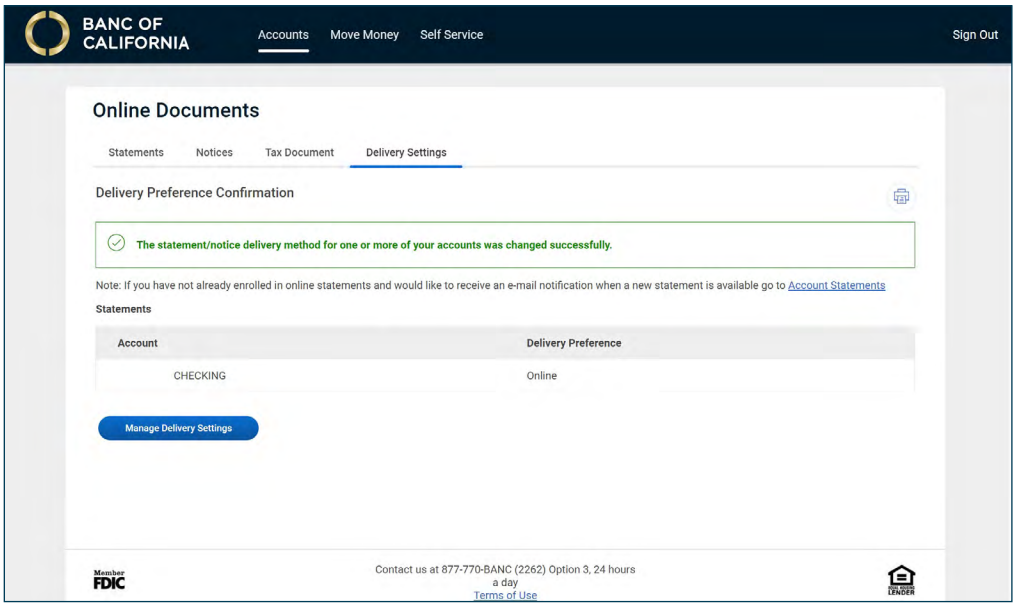
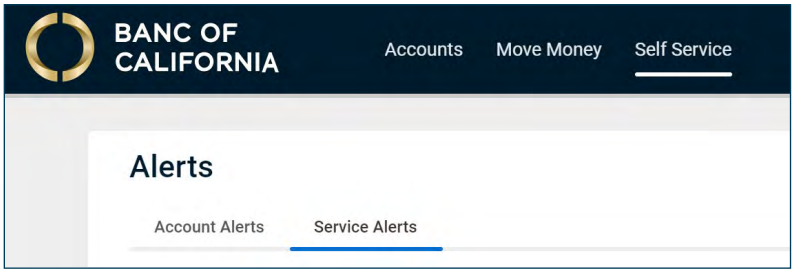
and scroll down in the **Agreement Window** to click the **Close** button, then check the box to acknowledge the terms of the agreement.



6 Click **Submit**.



7 A confirmation message will appear showing your delivery preferences were changed successfully.



Note that **Statement Alerts** can be managed under **Self Service** in the **Service Alerts** tab.