



## 1st Source Bank Helpful Hints: **Navigation – How to Request Paperless Statements (E-Statements)**

*Follow the steps below to enroll in Paperless Statements for your business or organization*

**Important Note:** *This document must be completed by an authorized account signer and a separate form must be completed for each business entity. Please verify account numbers in BBO Treasury and list all accounts to be converted to electronic statements. Once submitted, the document will automatically route to Treasury Services.*

### *Signing Up for Electronic Statements in BBO Treasury*

1. Log in to 1st Source BBO Treasury at <https://bbotreasury.1stsource.com>
2. Once signed in, scroll down to the page footer and find the **Resource Center**.
3. Click **Other Resources**. After being redirected to the **Additional Resource** page, select [Go Paperless With E-Statements](#).
4. Fill in the **Company Name, Account Information**, then **Sign**.
5. Dependent on the information received, e-statements will begin on the following statement cycle.

If there are any questions on the status of your request, please contact the Treasury Services Helpdesk at 1-800-399-5592 or (574) 235-2003.