## INSTRUCTIONS TO ACCESS YOUR CORRESPONDENCE THROUGH INTERNET



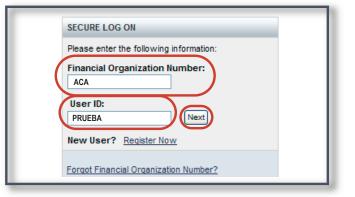


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## **INSTRUCTIONS**



- 1. Go to www.myedocumentsuite.com
- 2. Input the three letters that identify your account number in the space labeled *"Financial Organization Number"*. If you are in this page in a computer you are not use to using, you will be prompted with the security questions you were asked when you first open your account.



STATETRUST

Wealth Management

- 3. Enter your username in the space labeled "*User ID*"; this is the same one that you use when you are entering in the *www.statetrust.com*
- 4. Click on "Next"
- 5. Type in your Login ID in the "Log in" label, use the same one you use when you are in the *www.statetrust.com* site.

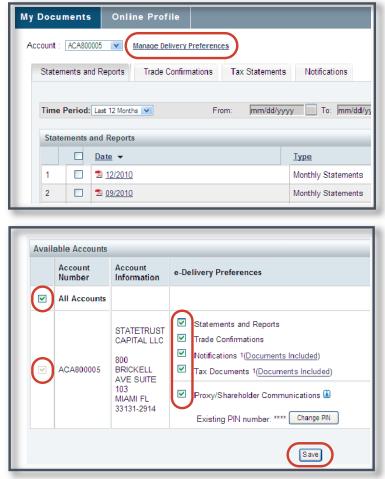
Login ID:	PRUEBA
Your Phrase:	TEST
Your Image:	R
Password:	1234567890

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## **INSTRUCTIONS**

- 6. Click on the *"Manage Delivery Preferences"* area.
- 7. Make sure you select ALL of the boxes to choose all of the e-delivery possibilities, as seen in the sample. There should be a check mark (✓) in each box.
- 8. Click on "Save"
- 9. Click on *"I agree"* in the "Terms and Conditions" section, in order to ensure that you want to stop receiving paper copies of your correspondence and are in agreement to receive them through your email system.



The next page is the document to use to update your email address. We suggest that this document be filled out, signed and sent to us at *internet@statetrust.com*, in order to ensure the proper registration of your email. You can also fax the signed form to 305-921.8111.

If you have any questions do not hesitate to contact us to walk you through the process. Refer to the Telephone Contact tab for the telephone in you area.

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## EMAIL REQUEST FORM



Attn.: <i>Operations Departme</i>	ent – StateTrust
Date:	
Account Number:	
Name as it appears on account:	
Dear Sirs;	
I would like to request that the S	StateTrust email address you have registered be the following
1. New Email Address:	
	@

Thanking you in advanced for this update.

Sincerely,

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Note: After completing this form and signing it, please scan and send to *internet@statetrust.com* or fax to 305-921.8111.

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