

Setting up Paperless Statements

- 0:02 Setting up paperless statements is simple and secure – and a great way to stay organized.
- 0:07 Plus, it allows us all to reduce paper use and leave a greener footprint.
- 0:12 To switch to paperless statements from your desktop, visit [SantanderBank.com](https://www.santanderbank.com) and log in to Santander Online Banking using your user ID and password.
- 0:22 Click the Main Menu, located on the upper left corner of your account overview page.
- 0:28 Then, click on Go Paperless in the Statements section.
- 0:31 You can also click on Go Paperless in the Quick Links menu at the top of your Account Overview.
- 0:38 Find the account you want, and then click its toggle to switch Paperless delivery method on or off.
- 0:44 Click Continue.
- 0:46 Review the accounts you wish to make paperless, then click Continue.
- 0:51 Please note that some accounts charge a monthly fee for the delivery of paper statements.
- 0:56 Congrats! You've officially gone Paperless. Don't forget to log out when you're finished.
- 1:02 Looking to go Paperless from your mobile device, instead?
- 1:05 Open the Santander app on your phone or tablet, then access the app settings by tapping the gear icon.



- 1:11 Then, select Statements & Paperless.
- 1:15 Select Manage Paperless Statements. After that, tap the Statements icon below your balance.
- 1:21 Find the account or accounts you want, then toggle its paperless billing switch on or off.
- 1:27 Tap the Save button to save your preferences. Then, review and confirm your selection.
- 1:32 Success! You're all done.
- 1:35 Make sure your contact details are accurate so that when your e-statements are ready every month, you receive them in order.
- 1:42 Once they are available, download and save them in a safe place for future reference.
- 1:47 In case of a transaction dispute, you'll need a printed copy of the e-statement.
- 1:52 Use strong passwords and/or automated identification to keep your information secure.
- 1:57 Paperless is just one more way that Santander Online Banking is making your life simpler.

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