

Saving Your eStatements and Loan Bills as PDF Files

Your eStatements and Loan Bills (i.e., “eDocuments”) are now accessible and viewable via our D3 (Digital Documents Delivery) service. These online documents are stored within an archive for a minimum of 16 months. If you wish to save your eDocuments to your computer, you can save these as files in a PDF format. PrimoPDF is a free online application that makes this conversion simple. Follow the steps below to download the PrimoPDF program so you can begin using this immediately.

To download the PrimoPDF program:

1. Launch an Internet browser window and in the Address bar, enter the website address: www.primopdf.com
2. Press the ‘Enter’ key on your keyboard.
3. On the page that appears, you will see a link to download the PrimoPDF program. Click this link.
4. You will next see a prompt that will ask if you would like to save the installer file. Click the “Save File” command button in the right corner of the dialog box.
5. Download the PrimoPDF installer file onto your computer, making note of where you saved this file.
6. Once the download has completed, find the installer file and a) double-click this, or b) right-click and choose the “Run as Administrator” option.
7. Another dialog prompt will appear asking if you would like to allow the program to make changes to your computer. Again, click the “Yes” command button located in the right corner of the dialog box.
8. Next, you will be prompted to select an “Installer” language. The “English” language option should be pre-selected. Click the “OK” command button at the bottom of the prompt.
9. You will next see a “Welcome to the PrimoPDF Setup Wizard” dialog prompt/screen. Click the “Next” command button located in the lower right corner of the prompt.
10. In the “License Agreement” dialog prompt that appears, click the “I Agree” command button in the right corner of the prompt.

Note: PrimoPDF requires the Microsoft .NET 2.0 framework to be installed on your computer. If you do not have the .NET 2.0 framework, you will be asked to install it. If you are asked, click the “Yes” command button at the bottom of the prompt.

11. The next dialog prompt labeled “Product Registration”, will allow you to enter your name, your Company Name, and your Email Address. *This step is optional.* You can leave each of the text fields blank and click the “Next” command button located at the bottom right corner of the dialog prompt.
12. You will see a dialog prompt with title “PrimoPDF Setup”. At the bottom of the dialog prompt, you will see a “Finish” command button. Click this.

Note: The installer program may (or may not) open its website in your web browser. You can choose to ignore this.

To save your eDocuments to PDF files:

1. Log into your Online Banking account via our bank’s main website: <https://www.collinsvillebank.com/>
2. From the menu tabs, select “View eStatements” to access the D3 eStatements system.
3. Once in the D3 system, go to the Statement you wish to save in the PDF format.
4. Click on the “Printable Version” link shown in the body of the eStatement to open the eStatement in a new window. This enables you to save the online document in normal ‘8.5 x 11’ format.
5. A “Print” dialog box will open automatically.

Note: You will not be printing the document. Rather, you will click on the PrimoPDF program icon within the Print dialog box to “print” (or Save) the document to a PDF file.

6. Choose PrimoPDF as the “printer” to use by clicking the icon and then click the Ok command button.
7. A “Save” dialog box will pop up. Here you can save the PDF file with a name and location (on your computer) of your choice. And that’s it ... you’re done.

If you require help with the instructions noted above, please contact us at **(860) 693-5912**
Monday through Friday during the business hours of 9:00 AM to 4:00 PM EST.

Thank you.