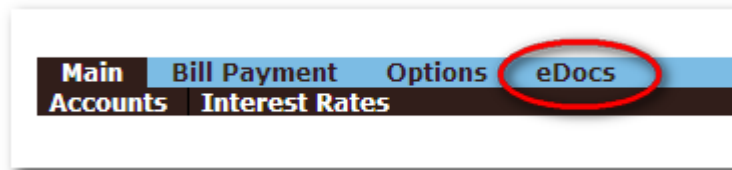


Enrolling in ESI

Click on the ESI tab.



Complete the five segments of enrollment:

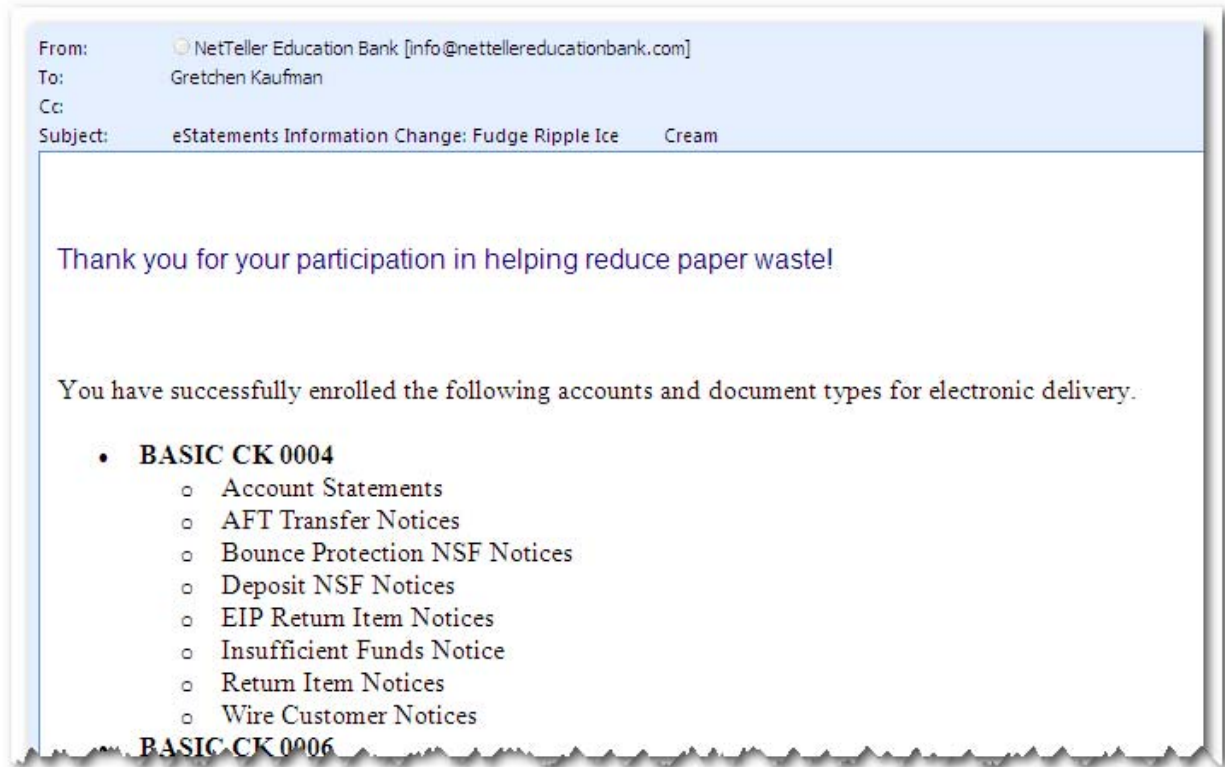
A screenshot of a web page titled 'Enrollment'. At the top, there are navigation tabs for 'Home', 'Bill Payment', 'ESI', and 'Options', with 'ESI' selected. Below the tabs is a header with the text 'NT ESI QA2009 Bk 971 9471 - P O Box 807 Monett Mo 65708 - (444) 333-4444'. The main content area is titled 'Enrollment' and contains the following text: 'You may choose to receive your statements and notices for your account(s) delivered via email and made available online through this site. To enroll your account(s) please follow the steps outlined below:'. There are five numbered steps: 1. Account(s) and Document Enrollment (with a 'Details' link); 2. Please review the following email address. If not correct, please update it in the space shown. (with a text input field containing 'pdillon@jha.com'); 3. Please enter a security phrase to be displayed on all valid emails sent from this site. (with a text input field); 4. Please enter the enrollment passcode in the field immediately below. To see the passcode, click here. (with a text input field and a 'click here' link); 5. Disclosure Statement Text (with a large text area). At the bottom, there is a checkbox for 'I agree to the listed terms.' and a link 'Click here to see a sample document.' and an 'Enroll Now' button.

1. **Enroll all available documents.** By default, all document types are selected for all accounts. If you do not wish to receive all notices or statements electronically you must click **Details** and remove checkboxes beside the corresponding documents.
2. **Validate email address.** This address will be used for all electronic correspondence.
3. **Enter security phrase.** This phrase will appear in the subject line of every e-Docs email you receive.
4. **Enter the enrollment passcode.** Click the link, it will provide you with a passcode. This passcode will determine if your PC is able to open PDF documents. The passcode must be entered *exactly* as it is shown. Case sensitivity should be considered.
5. **Accept terms and disclosures.** Select the checkbox then click **Submit** or **Enroll Now** to complete enrollment.

NOTE: You may click the link in the lower right hand corner to see a sample document in Adobe.

Email Confirmation

Upon enrolling, you will receive a confirmation email message.



Please note your security phrase has been inserted into the subject line and a listing of enrolled accounts has been placed in the email body.

You will receive this same email message when you enroll or un-enroll any documents.

Un-Enrolling

By default, all document types are selected for all accounts. If you wish to stop receiving certain notices or statements electronically you must click **Details** and remove checkboxes beside the corresponding documents. If you un-enroll on the same day you statement is set to print, you will receive it electronically. It will take two days for a document to be un-enrolled.