

eStatement Quick Reference Guide

We have made registering for eStatements quick and easy.
Just follow four simple steps!

1 Create Your eStatement Account

Go to <http://estatements.welcomelink.com/dallas> and click "Register Here." Enter the basic account information from your most recent statement.

The screenshot shows the FirstService Residential website. On the left is an "e-Statement Login" form with fields for Email and Password, and a "Log In" button. On the right is a "Welcome to the FirstService Residential e-Statement website." section with three bullet points: "Convenient, 24/7 Access", "Reduced Risk", and "Go Green". Below the login form is a "New to e-Statements?" section with a "Register Here" button.

2 Set Up Password and Security Question

You will be required to set up a password as well as answer a security question. The security question will be used to reset your password should you forget it in the future.

The screenshot shows two forms. The top form is "Security Information" with fields for Password, Confirm Password, Security Question (a dropdown menu), and Security Answer. A "Strength: Too Short" error message is visible next to the Password field. The bottom form is "Statement Account Information" with fields for Account Number, Name, Street 1, Street 2, City, State/Province, and Zip/Postal Code. A "Submit" button is at the bottom.

3 Verify Your Email Address

After finishing the account setup, a verification email will be sent to the email address provided. **You must click the link in the email to finish the verification process and receive electronic statements.**

The screenshot shows an email from FirstService Residential. The recipient is "John". The email text says: "Thank you for signing up for FirstService's e-Statements. To complete the registration process, please [verify](#) your email address. You will be redirected to our website to complete the registration process. Your login is john.doe@gmail.com. Technical Support Phone: (855) 325-2016 Email: team@welcomelink.com. Please add estatements@welcomelink.com to your Safe Senders List to ensure delivery of your e-Statements."

4 View Your Statements

To view your statements, simply click the month and year that correlates to the statement you'd like to view. You may then download the statement to a PDF format.

The screenshot shows the FirstService Residential website's "e-Statements" page. The user is logged in as "John Doe" at "12345 MAIN STREET, Anytown US 12345". There is a list of statements for April, March, and February 2018. A "Mail My Statements" button is present. Below are "Instructions" with dropdown menus for "View your statements", "View a different account", "Add another account", and "Update your settings".