Eastern Bank
TreasuryConnect
System Mail
User’s Manual

This user’s manual provides instructions for accessing services found within the System Mail Group. Those services are:

- System Mail
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I. System Mail

At this time the service allows you to only receive a confirmation receipt of your ACH reversal request sent to the Bank, you can not send messages through this channel.

**Note:** If you do not receive a confirmation within 24 hours please call 1-800-333-8000.

A. Viewing Received E-mail

1. Select the System Mail tab
2. Click on the hyper link under Subject to read the message.

B. Deleting E-mail Messages

1. Select the System Mail tab
2. Place a checkmark in the checkbox next to the e-mail message for deletion
3. Select the Trash Items option next to the Move button
4. Click the Move button
5. The message(s) are now located in the Trash message box
6. A confirmation message displays.