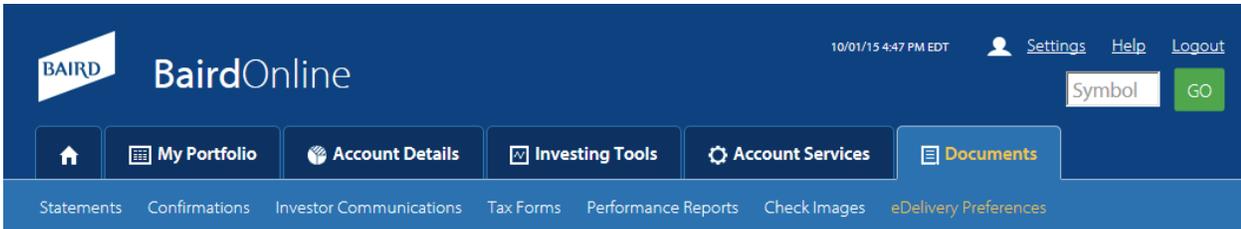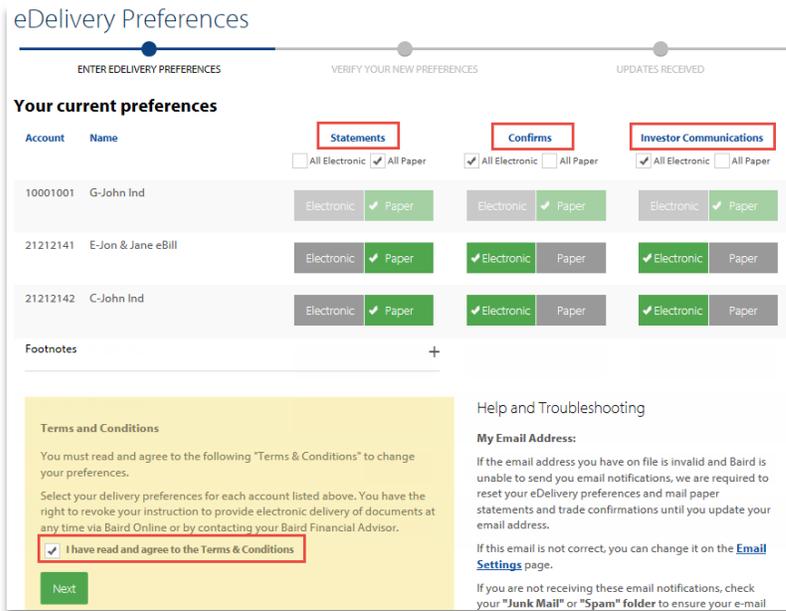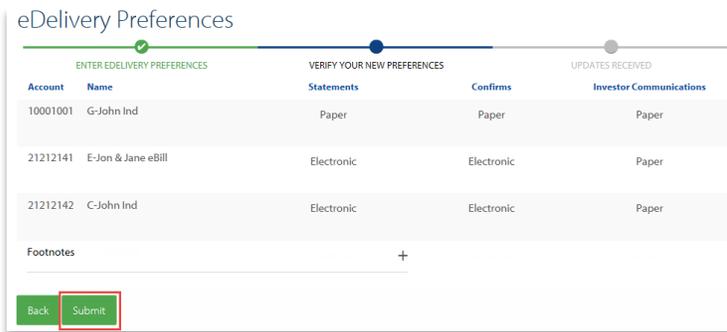# Baird Online – Going Green, How To

1. Click on **Documents**, and select **eDelivery Preferences** to adjust delivery your statements, confirms, and investor communications. Click either **Electronic** or **Paper**; review and agree to the Terms & Conditions and click **Next**.

2. Review the eDelivery Preferences for your account and ensure they are correct, and **Submit**.

3. Your eDelivery Preferences will take 24 hours to take effect.

eDelivery Preferences

ENTER EDELIVERY PREFERENCES   VERIFY YOUR NEW PREFERENCES   UPDATES RECEIVED

Please allow 24 hours for changes to take effect.

NOTE: Recent trade confirmations and investor communications may still arrive in the mail, depending on when a trade was last entered by your advisor.

If you selected eDelivery for any of your documents, you can access them on Baird Online by clicking the **Documents** tab.

Baird is required to send you e-mail notifications when your electronic documents are available for viewing.

Help and Troubleshooting

If you are not receiving these email notifications, check your **"Junk Mail"** or **"Spam" folder** to ensure your e-mail service is not flagging the messages as spam. For additional assistance contact **Baird Online Support** or call 888-212-8843, Monday-Friday, 7:00 a.m to 6:00 p.m (CT)

If the email address you have on file is invalid and Baird is unable to send you email notifications, we are required to reset your eDelivery preferences and mail paper statements and trade confirmations until you update your email address.

Tax documents are available electronics but are always mailed in paper form.

If you have questions or need more information, please contact: Baird Online Help Desk 1-888-212-8843 or e-mail at: bairdonline@rwbaird.com