



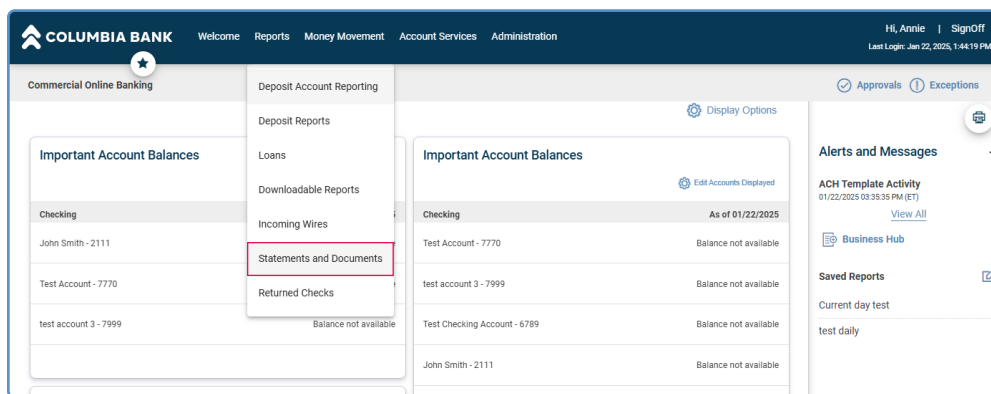
# Online Statement User Guide

# Enabling and Viewing Statements Online

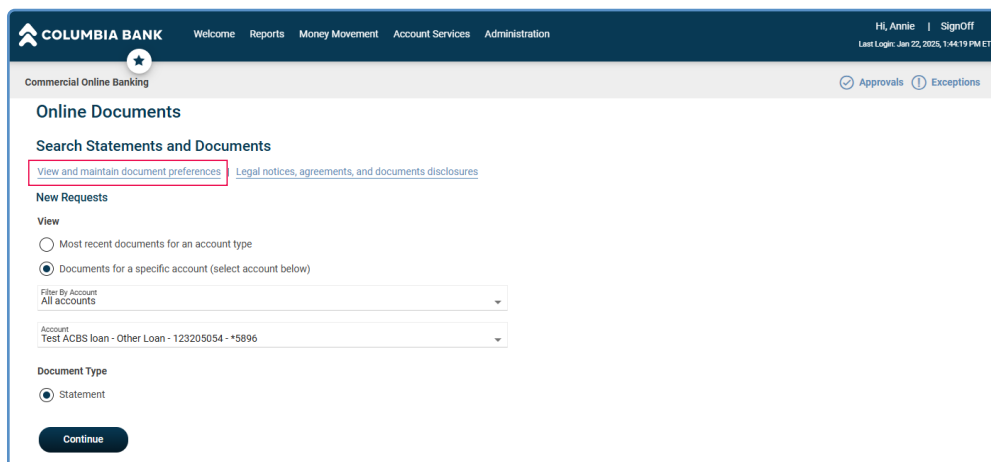
To view or download your account statements within Commercial Online Banking, the account must be enabled for viewing statements online.

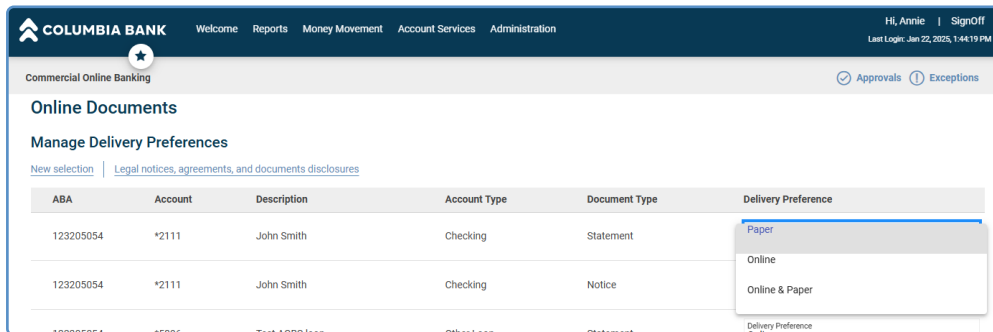
To verify your account is enabled or to change your account preferences, follow the steps below.

## 1. Go to **Reports** then **Statements and Documents**.



## 2. If the account in question is not enabled to view statements online, you can change it from paper to online or online and paper. Click on **View and maintain document preferences**. Select the delivery preference from the dropdown menu.



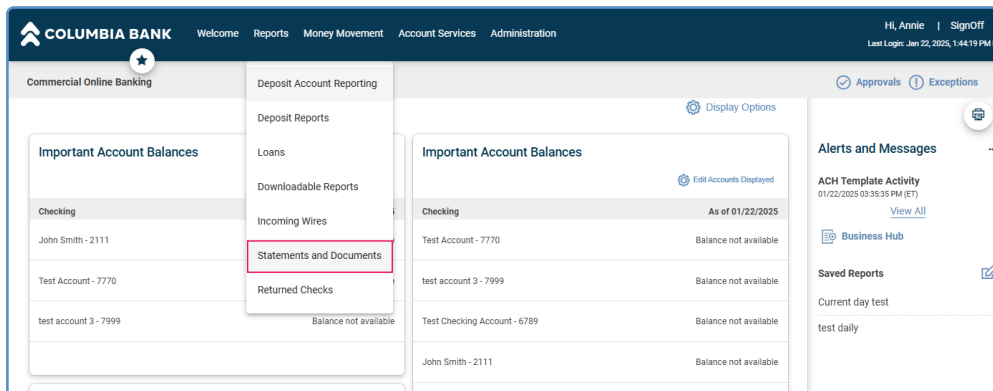


3. Click **Continue**, agree to the disclosures then select **Save**.

## Viewing statements

Follow the steps below to view your most recent statements online.

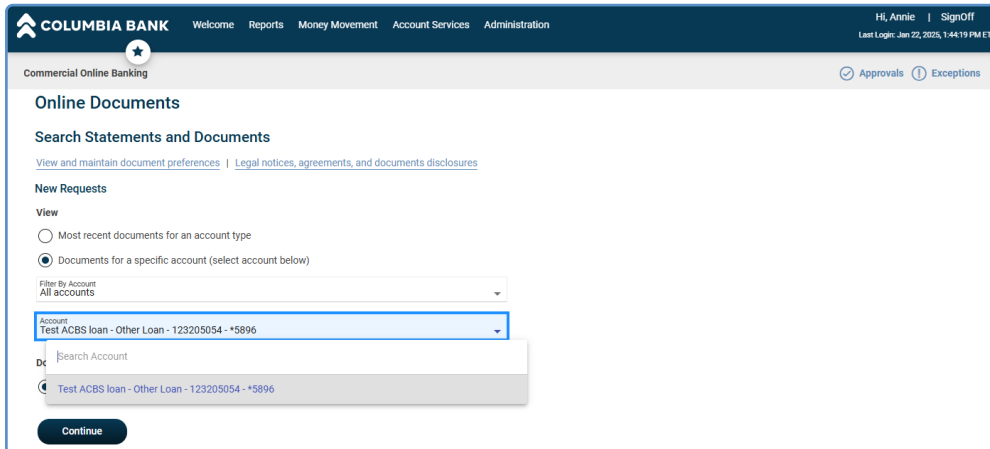
1. Click on **Reports** in the main menu, then **Statements and Documents**.



2. Select the account you wish to view the statement for and click **Continue**.

To view past statements, follow the instructions below.

1. From the **Statements and Documents** screen, select the account you want to view a statement for and click **Continue**.



2. Click on **Search for older or specific documents** and choose a **Date Range** within the last seven years. All statements in that date range will appear.
3. Select the document date to review, download or print.

**Note:** It is recommended that you limit the number of documents to six at one time. These statements contain a large amount of data and any more than six may cause your system to slow down or experience a timeout error.