

# NAB CONNECT

## Quick Reference Guide



### View or print your bank statements and merchant statements

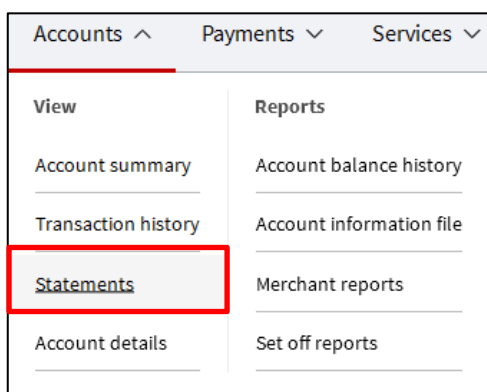
This quick reference guide shows you how to view your bank account statements and merchant facilities statements. You'll be able to access up to 7 years' worth of statements and download up-to 12 at a time. Log into NAB Connect to get started.

## HOW TO

1. View your statements
2. Manage access to statements

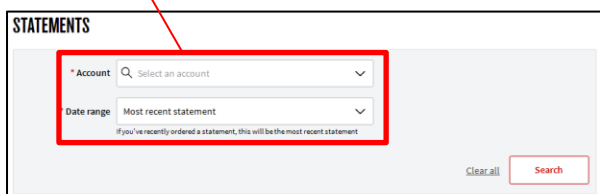
### 1 View your statements

1. From the Accounts menu, click Statements.

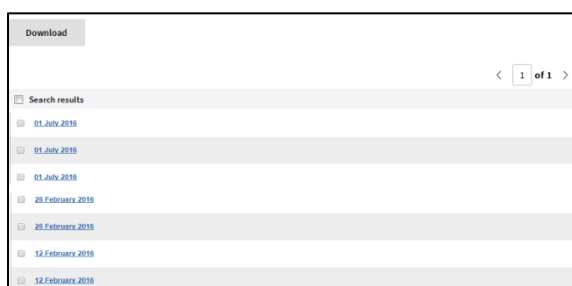


2. Select an account from the drop-down list.

**Note:** You can keep the default **Most recent statement** or select **Search by date** from the **Date range** drop-down list.

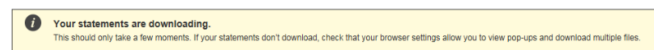


3. Click Search. Any statements that match the search criteria will display.



4. You can select a single statement, or tick up to 12 individual statements, or select the checkbox to the left of the Search results header to select all statements on the screen.
5. Once you select the relevant statement/s, click **Download**.

The following message displays:



**Tip:** If no statements display, check your browser setting to ensure you can view pop-ups and download multiple files.

6. Depending on your browser, your statements will automatically download to your default download folder or you'll need to manually save them using the **Save** button at the bottom of the screen.
7. Use your PDF reader's print function to print the statement, if required.

### 2 How to manage access to statements

Your Security Officer Plus can manage which accounts are linked to this 'View Statement' service and which users have access to this service.

Security Officer Plus users can refer to *Link your accounts, cards or merchant facilities to a service and give your users access for details*.

For further assistance, call the NAB Connect Client Centre on 1300 888 413.