This quick reference guide outlines the steps for ordering a current statement in Internet Banking. Log into Internet Banking to get started.

**HOW TO**

**Order a Current Statement**

**Go to Statements**

1. Click on *Statements* in the Accounts menu on the Accounts summary page.

2. Select an *Account* from the drop-down list. Select ‘Date range’ from the drop-down list & click on the *Search* button.

Note: The search must include today’s date, e.g. most recent, last 3 months etc.

3. Search results will display. Check that there isn’t already a statement available for the time period needed. The ‘Order Statement’ button will be visible below.

4. Click the ‘Order Statement’ button & the below screen will display.

Note: The statement will be available in IB the next day. It will also be mailed out if the customer receives paper statements.