

INTERNET BANKING

Quick Reference Guide



Order Current Statement

This quick reference guide outlines the steps for ordering a current statement in Internet Banking.

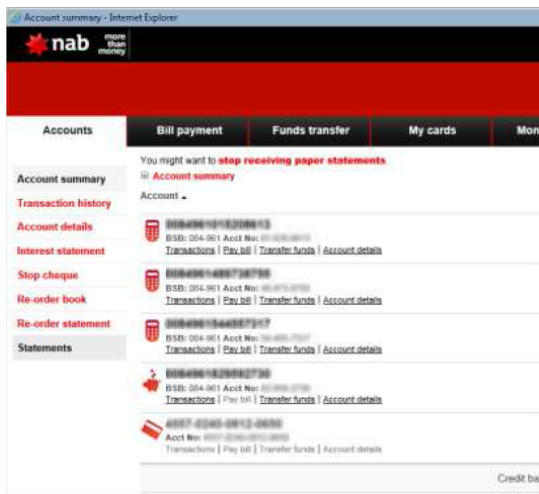
Log into Internet Banking to get started.

HOW TO

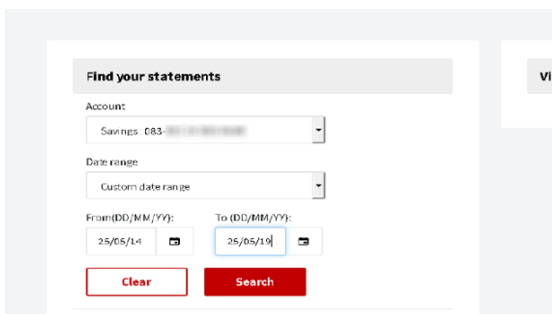
Order a Current Statement

Go to Statements

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

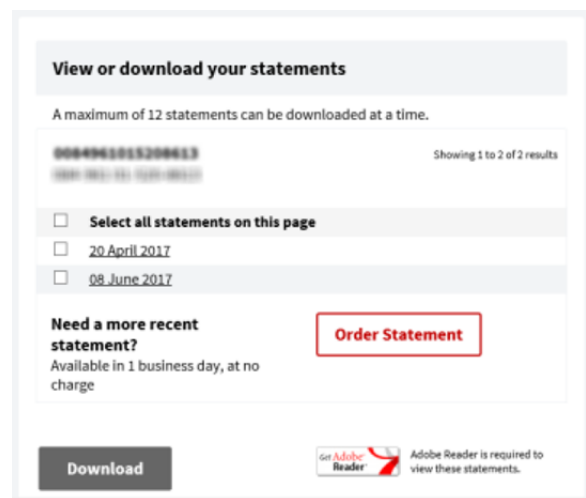


2. Select an *Account* from the drop-down list. Select *'Date range'* from the drop-down list & click on the *Search* button.

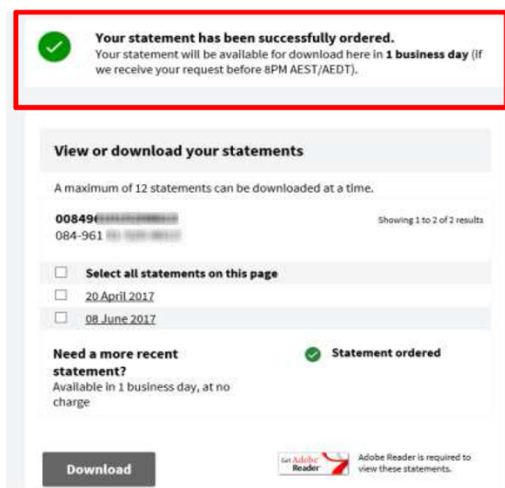


Note: The search must include today's date, e.g. most recent, last 3 months etc.

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.