

How to Access Statements

- Access the Account for which you are locating online statements
- Click the “Documents” button



A screenshot of a web interface showing account navigation options. At the top, there is a dropdown menu with the text "SIMPLE CHECKING - XXX4563" and a downward arrow. Below this, there are several buttons: "Details", "Transfer", "Documents" (which is highlighted with a red rectangular box), "Categorize", "Download", and "Stop payments".

- Click the “Document Type” from the drop-down and select from the available options (*Most common format DDA Image Statements (PDF)*)



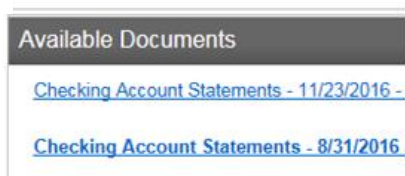
A screenshot of a "Document Search" form. The form has three main sections: "Account:", "Document Type:", and "Date Range:". The "Account:" field is a dropdown menu showing "SIMPLE CHECKING". The "Document Type:" field is a dropdown menu with a list of options: "DDA Frequent ODP User Notices", "DDA Image Statements (PDF)" (highlighted in blue), "DDA Overdraft Notices", "DDA Reg E Opt-In Confirmation", "DDA STATEMENTS", "DDA Transfer Notices", and "EIM NSF Notices". The "Date Range:" field has a date picker set to "6/3/2015" and a "To" field. A "Submit" button is located at the bottom right of the form.

- Enter the date range and Submit



A screenshot of the "Document Search" form, similar to the previous one, but with the "Date Range:" field filled out. The "Date Range:" field has a date picker set to "6/3/2015" and a "To" field set to "06/02/2017". The "Submit" button is highlighted with a black rectangular box.

- A list of available Documents will be displayed and may be viewed by clicking on the document (*Adobe Acrobat Reader(R) version 6.0 is required to view documents. Version 7.0 or higher is recommended for best performance*)



A screenshot of a section titled "Available Documents". Below the title, there are two blue hyperlinks: "Checking Account Statements - 11/23/2016 -" and "Checking Account Statements - 8/31/2016".

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