

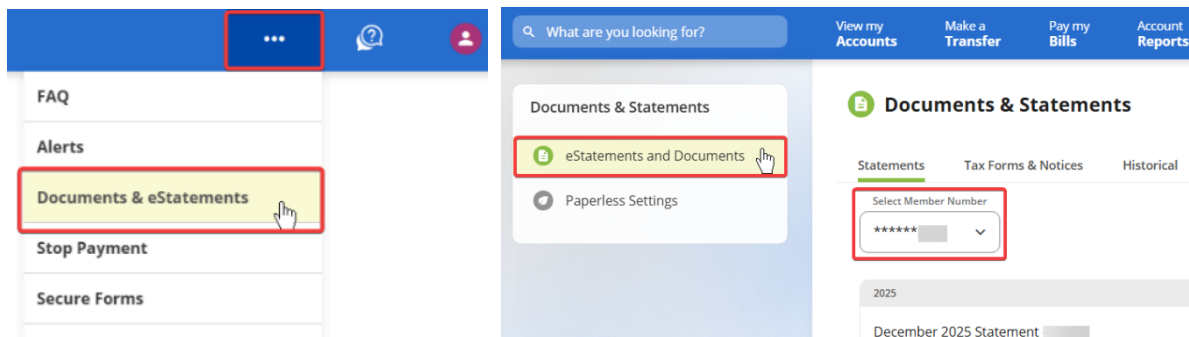
Statements & Reports

With our upgraded Digital Banking experience, only Primary Administrators can view statements.

Locate eStatements

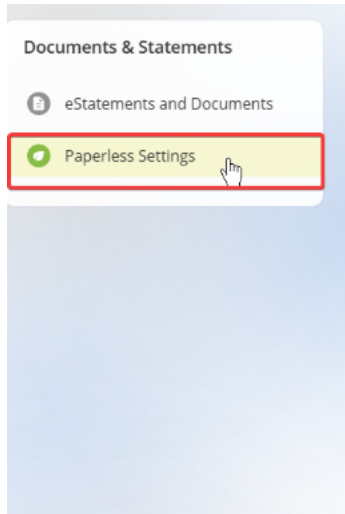
1. Go to the **ellipsis (three dots)** in the upper right corner
2. Select **Documents & eStatements**
3. Choose the account you'd like to view from the dropdown

Note: Tax Forms & Notices are available when enrolled in eStatements.



Enroll in eStatements

1. Go to **Paperless Settings**
2. Select **All Accounts** or choose specific accounts
3. Click **Save**



Paperless Settings

Go paperless and opt out of paper delivery for your statements and documents. Check document types below to go paperless or uncheck to receive paper delivery. If you opt to receive paper delivery, we will only deliver statements and documents to the primary mailing address on file.

<input type="checkbox"/> Select All	0 of 2
With paperless statements you will not receive statements in the mail, but can view and print them anytime online.	
<input type="checkbox"/> *****	
<input type="checkbox"/> *****	

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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Create a New Report

1. Go to the **ellipsis (three dots)**
2. Select Account Reports
3. Click **Create a New Report**
4. Select a **Report Type**
 - Transaction Listing or Running Balance
5. If selecting **Transaction Listing**
 - Choose Transaction Types
 - Select Credit/Debit
 - Choose Time Span
 - Select Sort By
6. Select **Accounts**
 - Choose the account(s)
 - Click each desired suffix
7. If selecting **Running Balance**
 - Complete the Time Span section
8. Enter a **Report Name**
9. Click **Save**

Note: Saved reports will be available under Account Reports. You can create as many reports as needed.

The screenshot illustrates the 'Create a New Report' workflow in the Account Reports section. It is divided into three main parts:

- Navigation:** A blue header bar contains a menu icon (three dots) which opens a dropdown menu. The 'Account Reports' option is highlighted with a red box. A 'Create A New Report' button is also highlighted with a red box in the top right corner of the main content area.
- Form Fields:** The 'Create New Report' form includes several dropdown menus: 'Report Type' (set to Transaction Listing), 'Accounts' (set to Select Accounts), 'Transaction Types' (set to 14 Selected), 'Credit/Debit' (set to All), 'Time Span' (set to Select), and 'Sort By' (set to Date (Descending)). There is also a checkbox for 'Group result by account' and a text input field for 'Report Name'. The 'Save Report' and 'Cancel' buttons are at the bottom.
- Summary Card:** A card titled 'Account Reports' shows a search bar, a 'Sort By' dropdown, and a list of accounts. One account, 'Daily Checking', is selected and highlighted with a red box. It shows a status of 'Previous Business Day' and '1 Accounts'.