IHMVCU
DIGITAL BANKING
UPGRADE

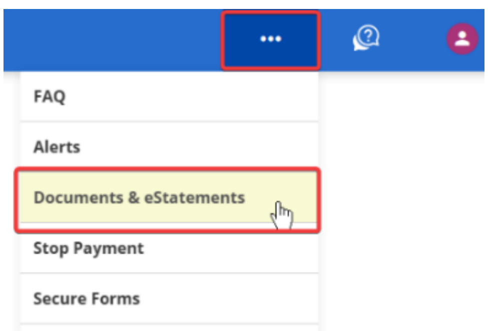
Statements & Reports

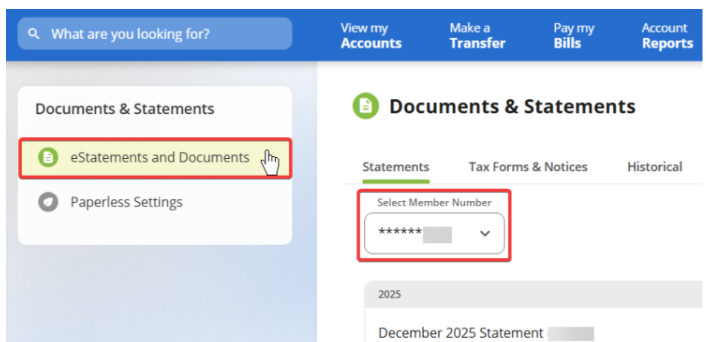
With our upgraded Digital Banking experience, only Primary Administrators can view statements.

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

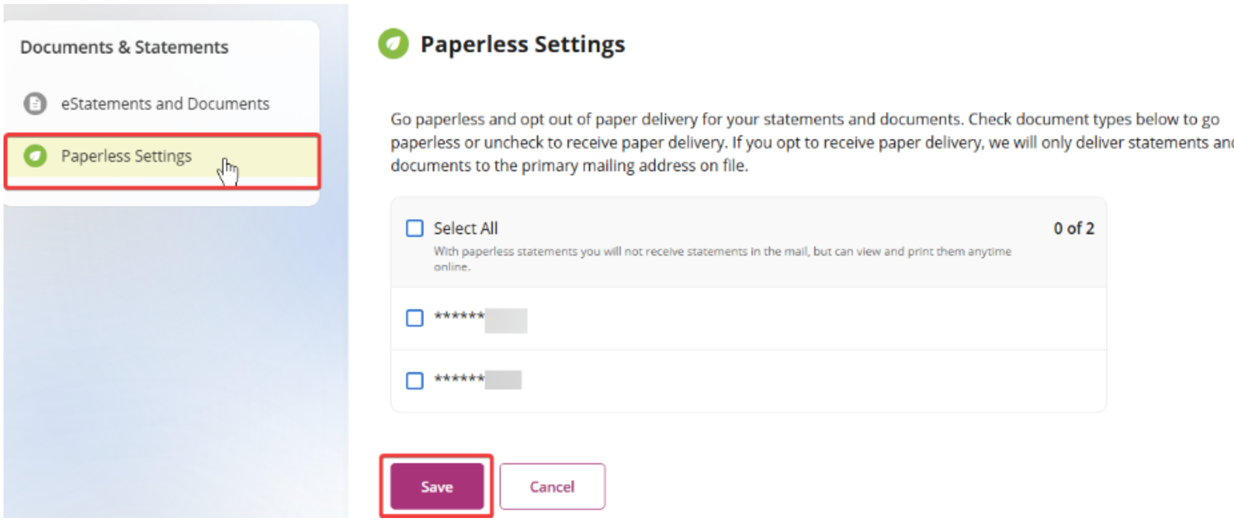
Note: Tax Forms & Notices are available when enrolled in eStatements.





Enroll in eStatements

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



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.