



How to Save e-Statements in Internet Banking

1. Log into Internet Banking, click Accounts, click e-Statements then click View e-Statement



Home **Accounts** Transfers Pay My Bills Manage I

Accounts Summary | Account Activity | **eStatements** | Guard Your Card |

▼ eStatements

To enroll in eStatements simply click "View Statements" below, and follow the prompts. Once enrolled, you will have online access to electronic statements for all future statements.

[View eStatements](#)

2. Click "Statement" to the left of the desired Account Number

Documents

PDF Historic Statements (39)	1011
Statements (84)	1011
Statements (84)	361043210
Statements (4)	361140595



How to Save e-Statements in Internet Banking

3. Choose the appropriate statement date



4. TO SAVE THE STATEMENT

Click Printable Version (near the middle of the right side of screen)

 [Printable Version](#)

Download: [CSV](#)

[Reconcile](#)



How to Save e-Statements in Internet Banking

5. Destination: Save as pdf

Print (?)

Total: 2 sheets of paper

Microsoft Print to PDF ∨

Copies

1

Layout

6. Click Save

7. Choose the desired location to save the .pdf file

8. Change the file name to: Account Number _ Statement date (Example: 987654321_013121.pdf)



How to Save e-Statements in Internet Banking

TO SAVE THE CHECK IMAGES

Click View Images (near the middle of the left side of screen)

[View Check Images](#)

Destination: Save as pdf

Click Save

Choose the desired location to save the .pdf file

Change the file name to: Account Number _ Statement date _ Checks (Example:
987654321_013121_Checks.pdf)