

Downloading Customer History in Online Banking

- Log into Online Banking using website (best results)

Downloading eStatements

- Select **eStatements +** in Action Bar > **eStatements**
- Highlight **Account** (if more than 1 acct present) > Hit **Submit**

ACCOUNTS + CHECK SERVICES + ESTATEMENTS + TRANSFER + CASH MANAGEMENT + BILL PAY OPTIONS + HELP JUST ASK MOBILE LOGOUT

ESTATEMENTS eStatements

E-Statements

Select an account for which you would like to view a statement

Select Account ****3286 - my checking

Submit

23.1.1

FDIC

- Select the **Date** from the drop down > Click **View your statement** – Dates will be the last date of each month

Statement Date

Select a date from the list.

Select a date 08-31-2022

View your statement

- Statement will automatically download as a PDF
 - It may populate at the bottom of your browser like the screenshot below and need to be clicked on
 - Once PDF is open, it can be Printed or Saved to a location on the User's PC



Downloading Bill Pay History/Payees

- Choose **BillPay** in Action Bar
- Click the **More tab** on the far right
- Click **Reports**

Pay someone new

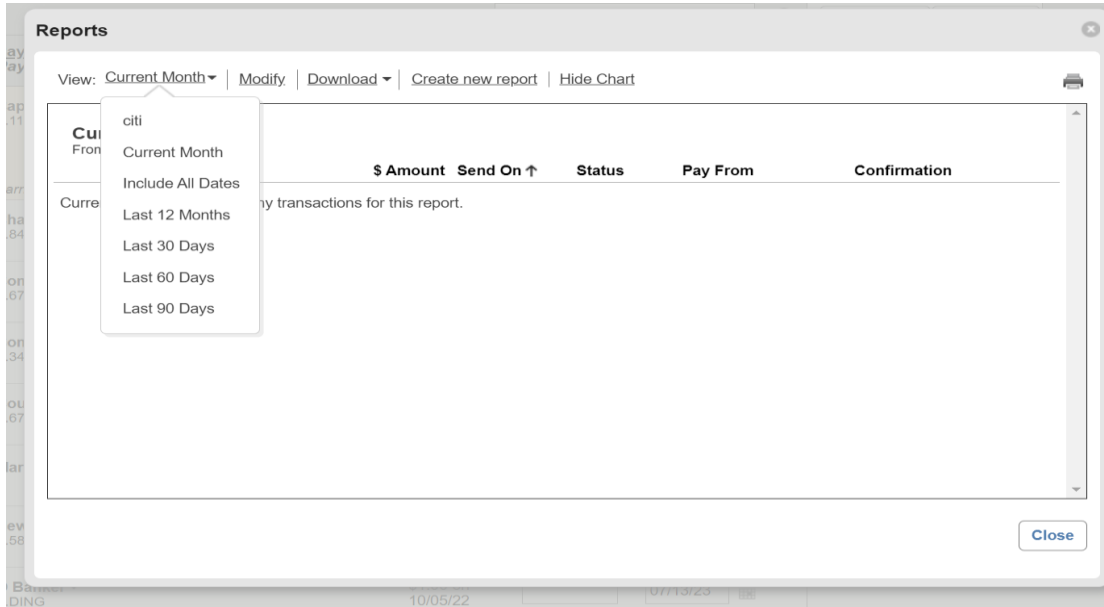
View: All Find a biller

Pay To Pay From	Coming Due ↓	Last Scheduled	\$ Amount	Send On
Capital One Credit Card ...1111				07/13/23 Deliver by: 07/19 (Check)
Earnings Credit , ...3286				
Chase Credit Card ...8412				07/13/23 Deliver by: 07/17
Comcast Cable ...6789				07/13/23 Deliver by: 07/19
Comcast Cable ...3456				07/13/23 Deliver by: 07/19
Country Bank ...6789		\$0.01 on 03/22/22		07/13/23 Deliver by: 07/17

Activity History **More**

- Reports
- Alert Preferences
- Add/Modify Categories
- Funding Accounts
- Customer Support
- Help

- A new window will open with several options the Customer can filter from
 - View will be for the date range



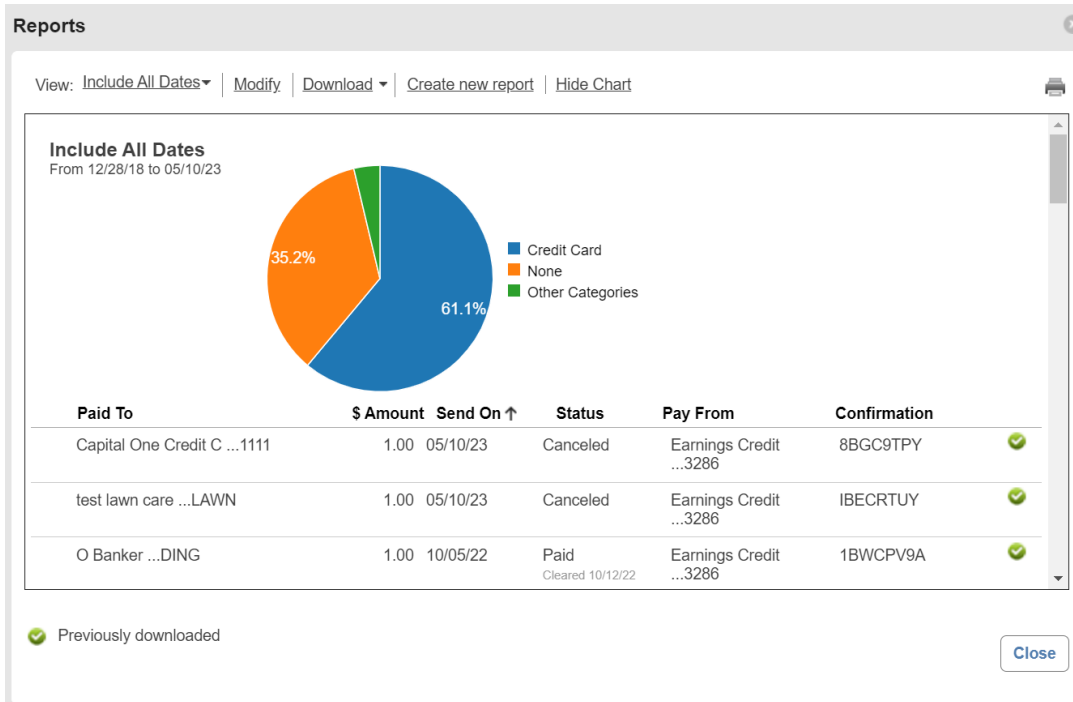
- Clicking **Modify** will bring up another window with more specific options to filter by
 - i.e. Payee, Account, Payee Status, and E-bill statuses

The screenshot shows a "Modify Report" window with the following fields and options:

- Report title:
- Save this as the default report
- Time frame:
- Subtotal:
- Accounts:
 - Community Busine ...3286
 - ITM Checking Onl ...0149
 - Student Checking ...5999
- Billers: Select all
 - Country Bank ...8661
 - National Grid ...6789 (Deleted)
 - Verizon Business ...3456 (Deleted)
 - Verizon Wireless ...6789 (Deleted)
- Payment statuses: Deselect all
 - Canceled
 - Failed
 - In-process
 - Paid
 - Scheduled
 - Unfunded
- E-bill statuses:
 - Unpaid bills
 - Filed bills

Buttons at the bottom: Delete, Cancel, Save

- Once all filters are selected > Click **Save**
- Reports window will now show a chart and list payees according to the filters



- **To download the filtered information:**
 - Clicking **Download** will show the User's available options for Saving

