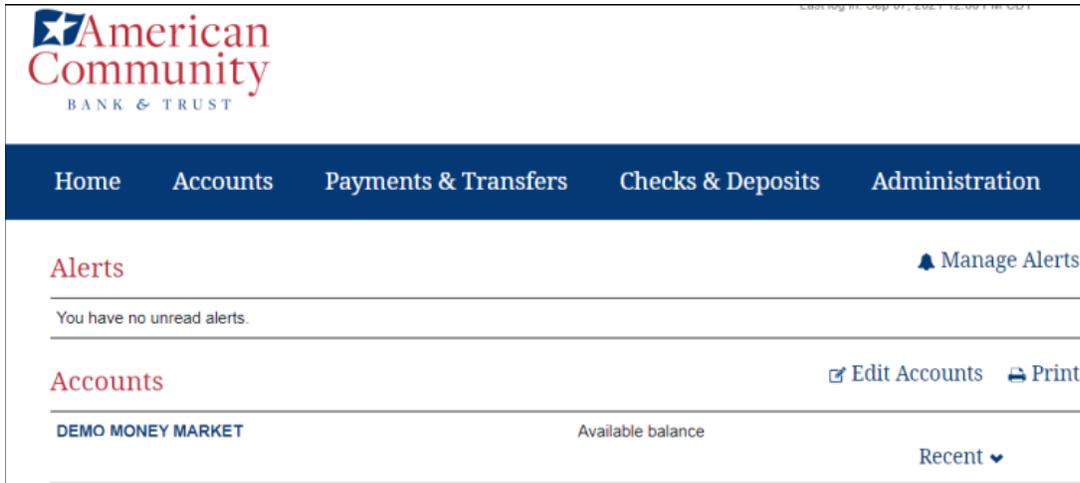**Retrieving e-Statements via Online Banking for Retail & Business**

1. Once logged in to Online Banking, click on the account the user is wanting to review the statement from the home page.

2. Click on Documents

3. Choose eStatement from the Document Type dropdown, select the Date Range and Submit

4. Click on the blue hyper link to view a .PDF of your statement or click on the Save icon to save to your PC.