## **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.

American Community BANK & TRUST		erican nunity		L834	log in. oop of, zozil rizio fin oo f
	Home	Accounts	Payments & Transfers	Checks & Deposits	Administration
	Alerts				A Manage Alerts
	You have no	unread alerts.			
	Account	ts			🖻 Edit Accounts 🛛 🖨 Print
	DEMO MON	EY MARKET	A	vailable balance	Recent 🗸

2. Click on Documents



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

Document Search	
Account:	DEMO CHECKING 🗸
Document Type:	eStatement V
Date Range:	9/1/2019 🖬 To 08/31/2021 🕅
	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.

