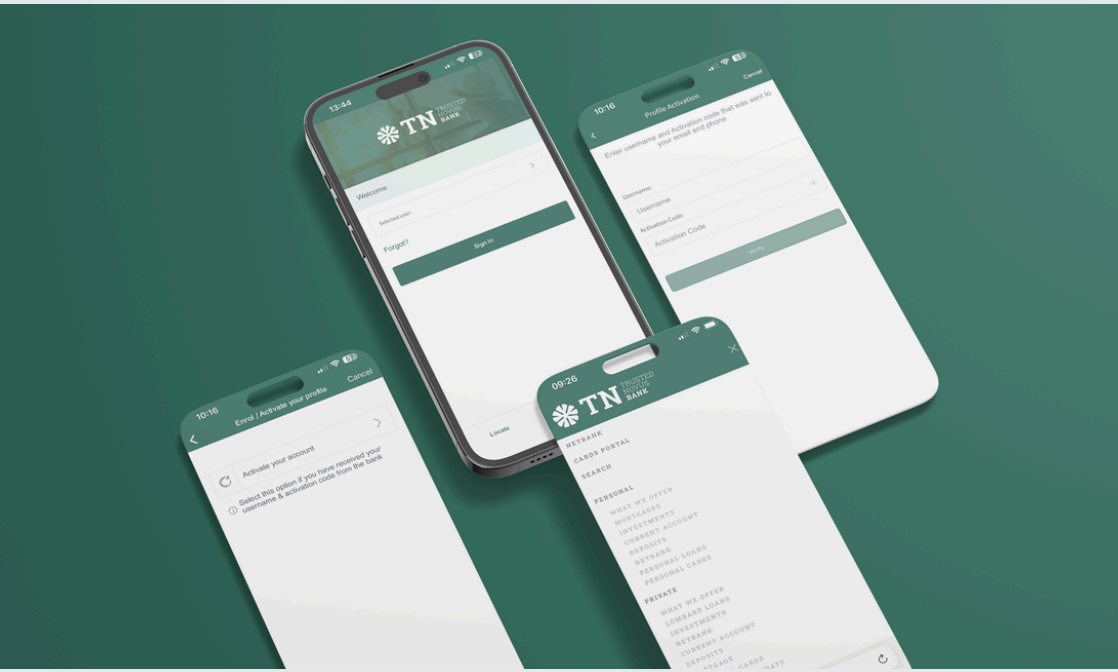
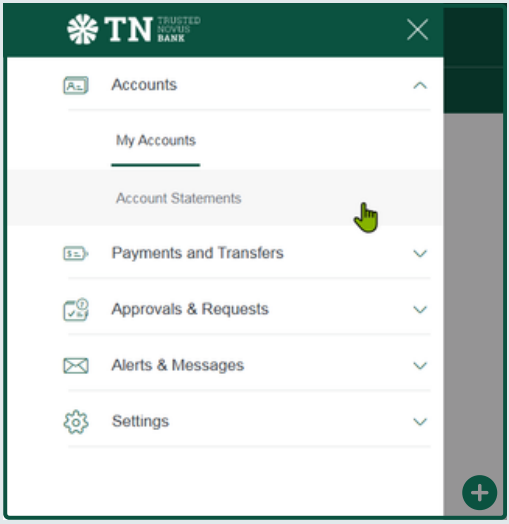
View your Statement

Step-by-Step Guide **via NetBank**



View Statements

1. Go to the **'Menu'** in the top left corner and click **'Account Statements'.**



2. This will take you to **'View Statements'**

3. Here you have the options to view:

- **'E-Statements'**
  > Account statements will be available here

- **'Additional Documents'**
  > Any documents linked to the selected account

- **'All Accounts'**
  > Any documents linked to all accounts

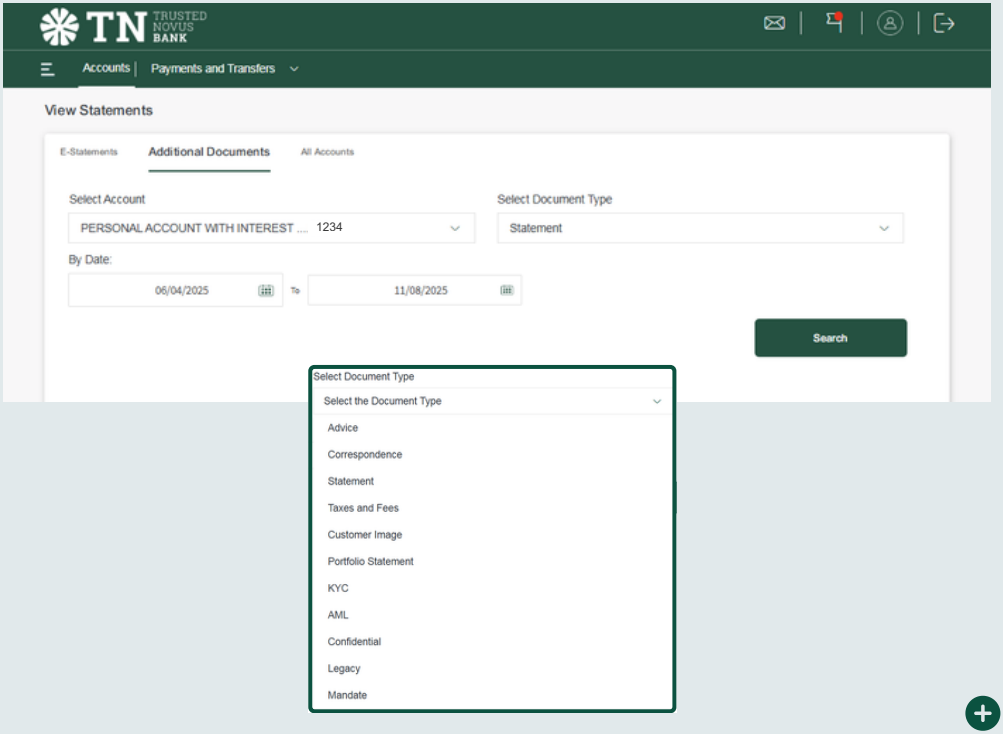
View Statements

4. View your **'E-Statements'.**

- **'Select Account'**
- **'Select Year'**
- **'Search'**

5. View your **'Additional Documents'.**

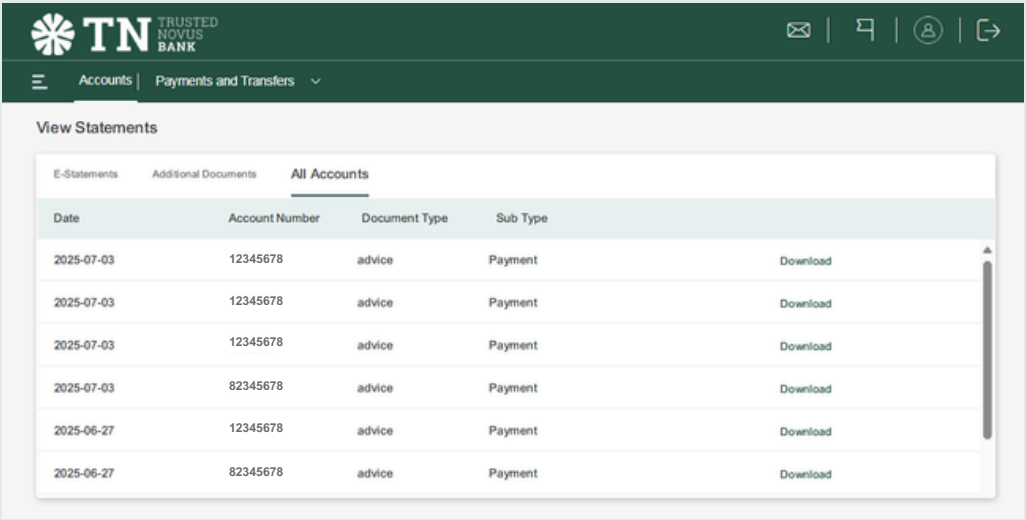
- **'Select Account'**
- **'Select Document Type'**
- **'By Date'**
- You can only click **'Search'** once all fields are completed
- You must **'Download'** the file to view its contents



View Statements

6. View **'All Accounts'**

- All documents will be listed here
- You must **'Download'** the file to view its contents.



7. Previous receipts/payment advices can be downloaded on the above screen.

Please note: Historical transactions will not appear in your account movements. However you are able to view all historic statements by selecting:

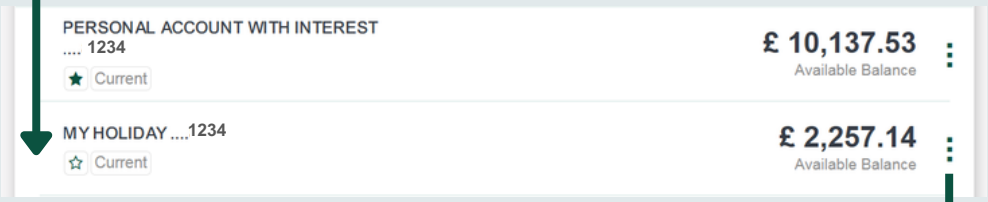
Accounts > Account Statements > Additional Documents >

Select statements under **Document Type** and confirm the **date range** you wish to view.

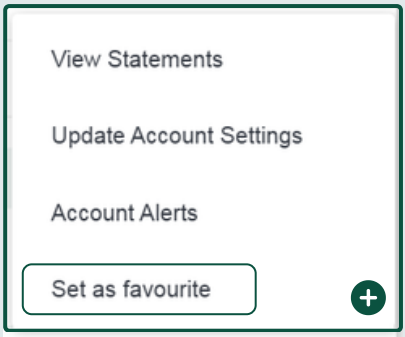
Add Account as Favourite

1. How to set your account to be a **'favourite'.**

- you can either click the **star icon** under the account title



- or click the **3 dots** next to the account you want to set as **'favourite'**



Change nickname of an Account

1. This is explained in the User Guide: **'Managing Your Account Settings.'**

- The ability to modify an account name to one that is meaningful and relevant to you is a valuable feature.