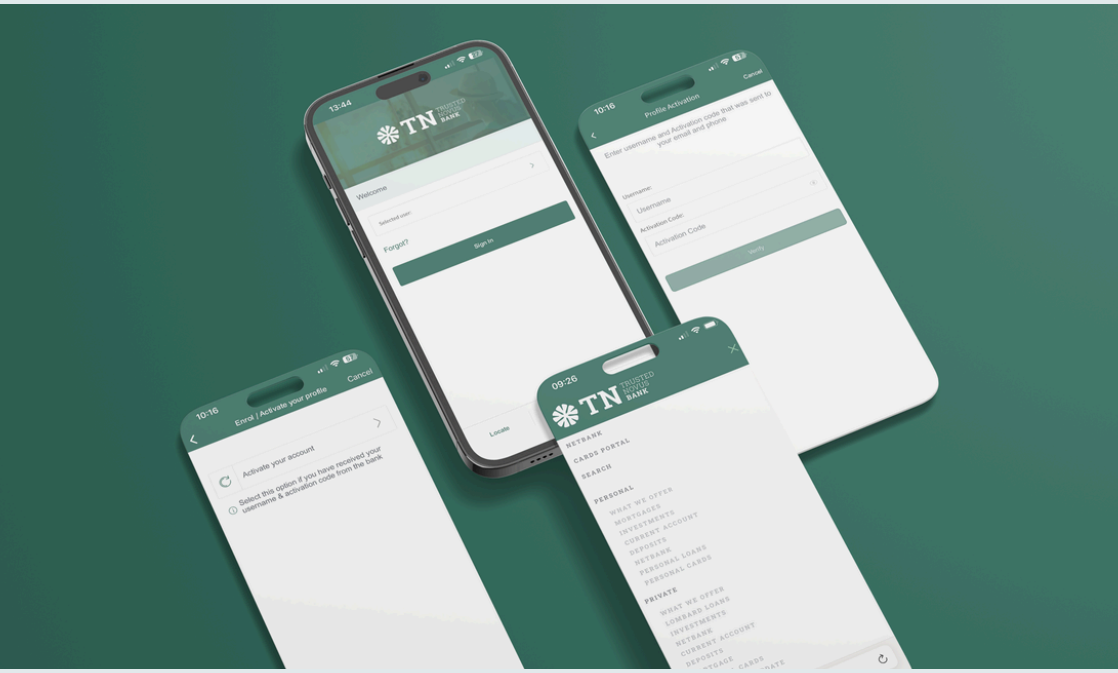
Managing Your Account

Account overview Step-by-Step Guide **via NetBank**

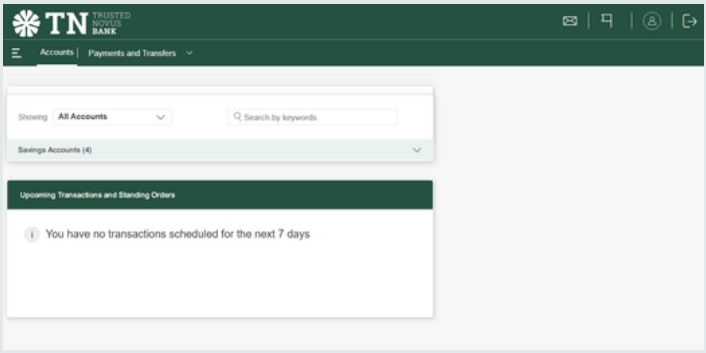


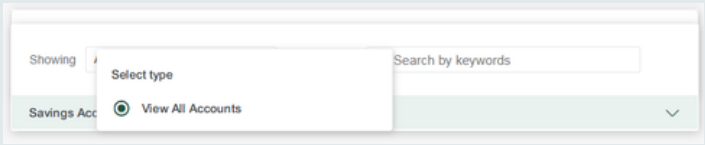
This step-by-step guide will cover:

- Account Overview
- Account Details
- Download Transaction
- Download Statements
- Add Account to Favourites

Account Overview

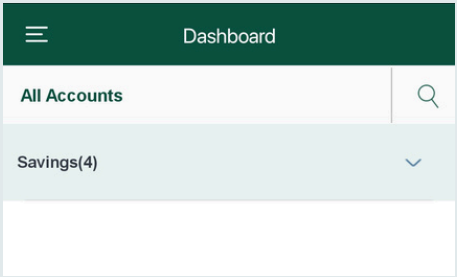
1. Your login screen shows a hidden overview of all of your accounts.

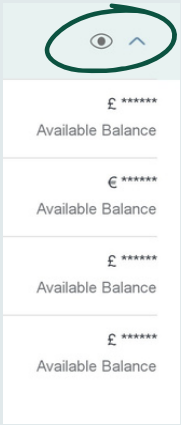




2. Select **"All Accounts"** and from the drop down menu select the appropriate type. Depending on your set-up you may have more options to select from within the drop down menu than shown in the image above.

Via the Mobile Application, the view will differ slightly.



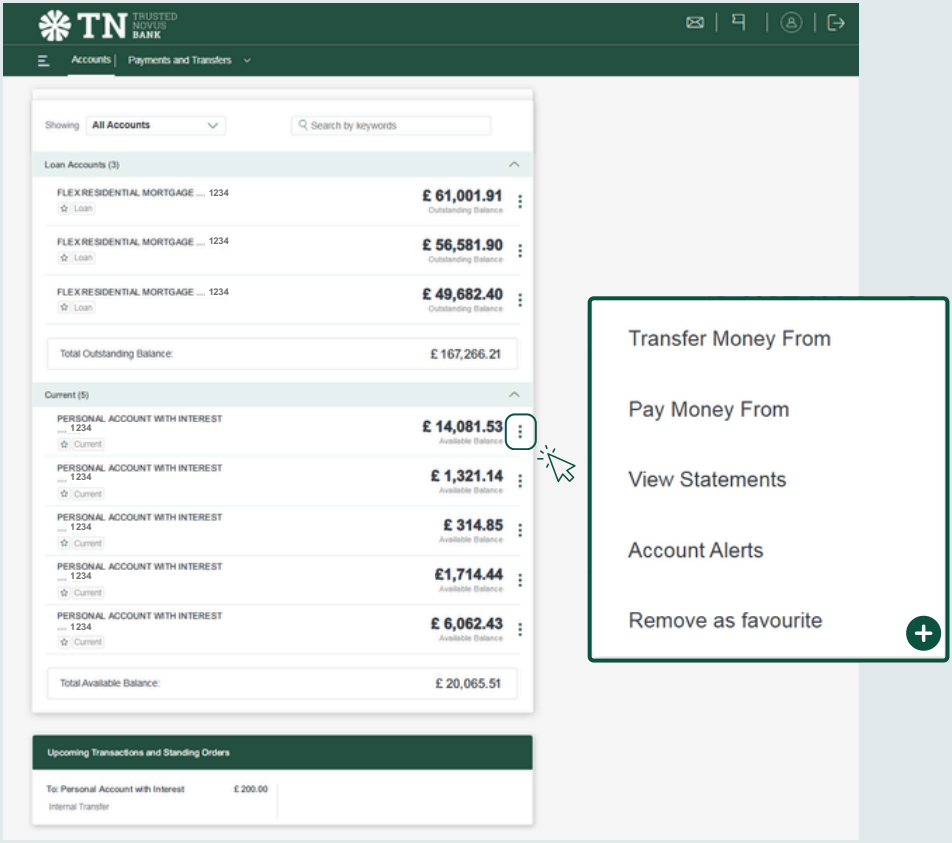


The **'eye'** icon is only visible via the Mobile Banking App allowing you to show or hide the balances relating to the accounts shown.

Account Overview

3. If you select the **3-dot** symbol on the side of an account, you can view the following:

- **'Transfer Money From'** (between your own accounts)
- **'Pay Money From'** (from your account to another internal or external account)
- **'View Statements'** (see further down in this user guide)
- **'Account Alerts'** (More info in **'Managing Your Account Settings'** user guide)
- **'Set as favourite'** or **'Remove as favourite'** (see further down in this user guide)

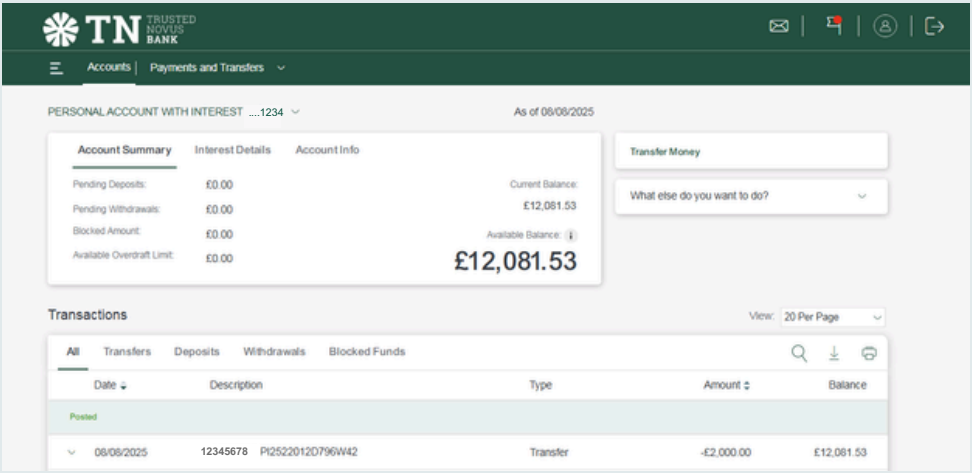


Account Details

1. Click on the account to expand and view its details.



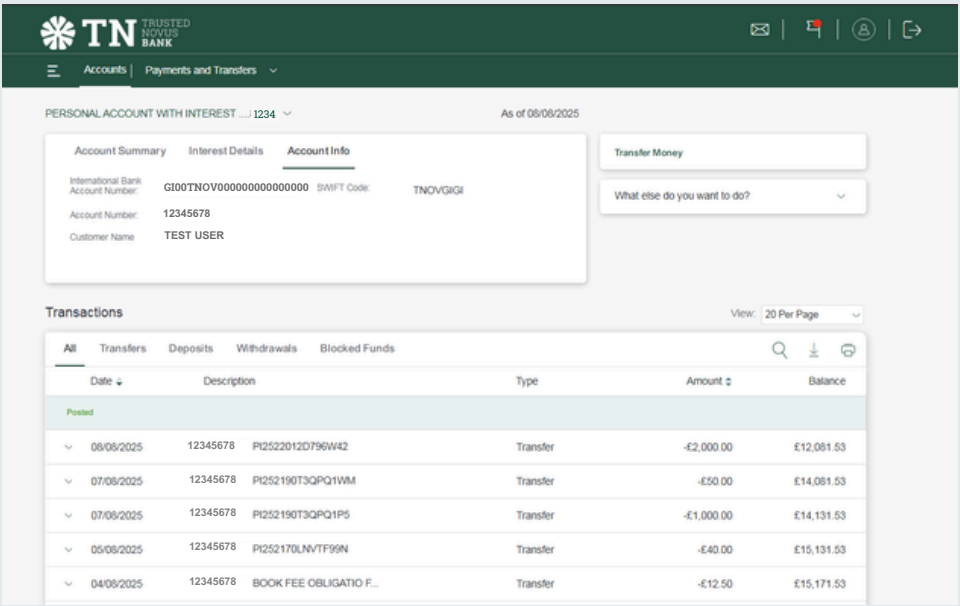
2. Once you have selected an account, it will expand, enabling you to view all information - see below:



3. **Account Summary:**
   - 'Pending Deposits'
   - 'Pending Withdrawals'
   - 'Blocked Amounts'
   - 'Available Overdraft Limit'
   - 'Current Balance'
   - 'Available Balance' (balance after pending transaction debited)

4. **Interest Details:**
   - 'Paid On'
   - 'Credit Interest Rate'
   - 'Last Paid Interest'
   - 'Paid Interest (YTD)'

Account Details/Transactions



5. Account Info:

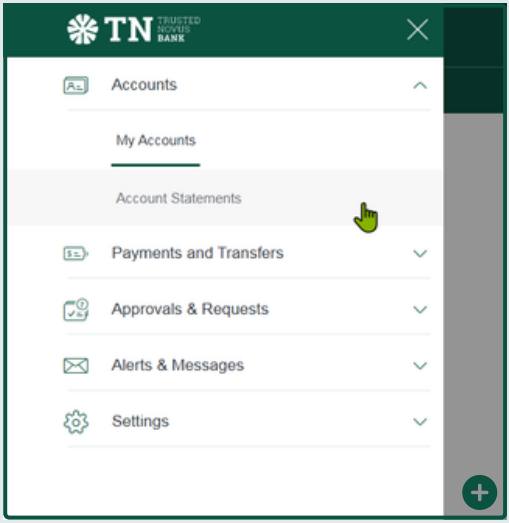
- 'International Bank Account Number' (IBAN)
- 'Account Number'
- 'Customer Name'
- 'Joint Holder' (if applicable)
- SWIFT Code

6. **Transactions:**

- 'All'
- 'Transfers'
- 'Deposits' (This is for cash only)
- 'Withdrawals' (This is for cash only)
- 'Blocked Funds'
- 'Search' (for a specific transaction)
- 'Download'

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

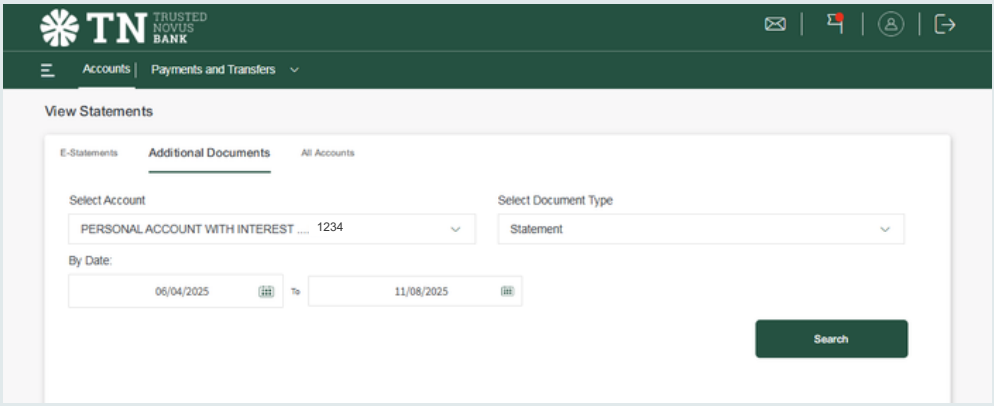
- **'Additional Documents'**
  > Any documents linked to the selected account

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

View Statements

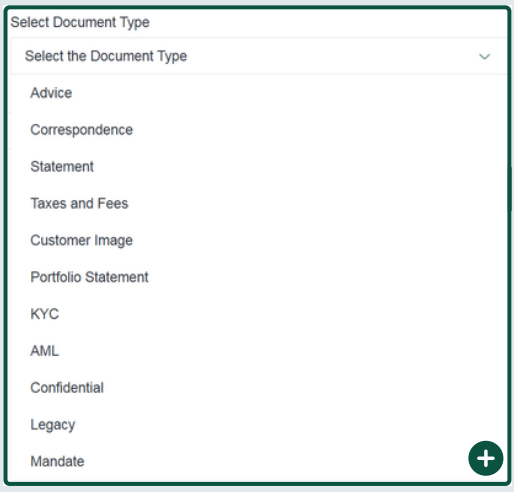
4. View your **'E-Statements'.**

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



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

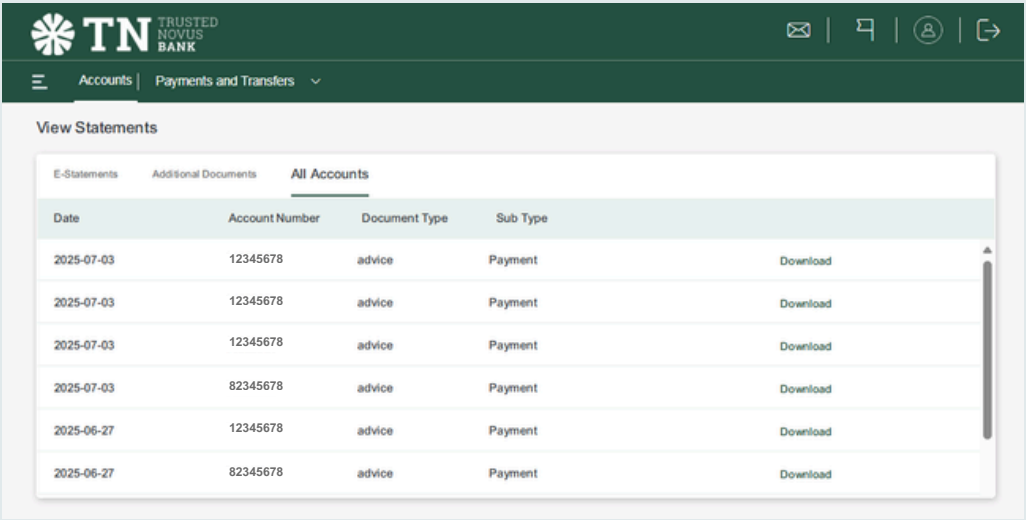
- **'Select Account'**
- **'Select Document Type'**
- **'By Date'**
- You can only click **'Search'** once all fields are completed
- You must **'Download'** the file to view its contents



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:

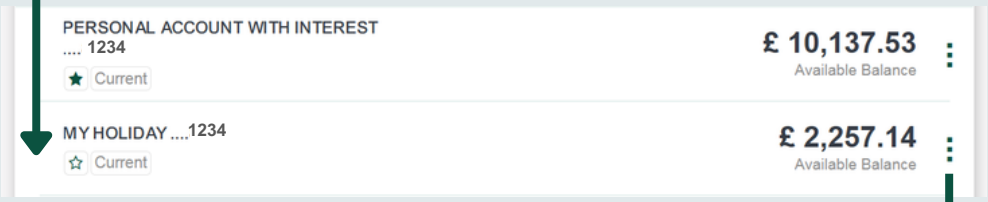
Accounts > Account Statements > Additional Documents >

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

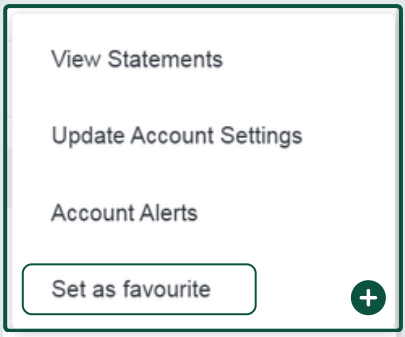
Add Account as Favourite

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.