

Audio transcript

How to view and download statements.

Once you've logged on you'll be taken to the home page.

From here click the 'Manage' button and then select 'Statements'.

On the 'Your Statements' page, click the arrow to show a dropdown list of your accounts and choose the account you want to see statements for.

Then in the second box choose the type of statement you want.

Next you'll see a list of all the years that you have statements available for.

Select the year you want, which will then expand to show all the statements available. Note that statements are only produced if transactions have been made in that month or the account has a negative balance.

Click on the statement you want and it will automatically download as a PDF. And that's it, you can now print or save the statement to your computer.