

# How to Download eStatements

Once you have enrolled an account in eStatements, you can download your statements, notices, and tax forms through digital banking at any time.

## 01 Navigate to eStatements/Notices

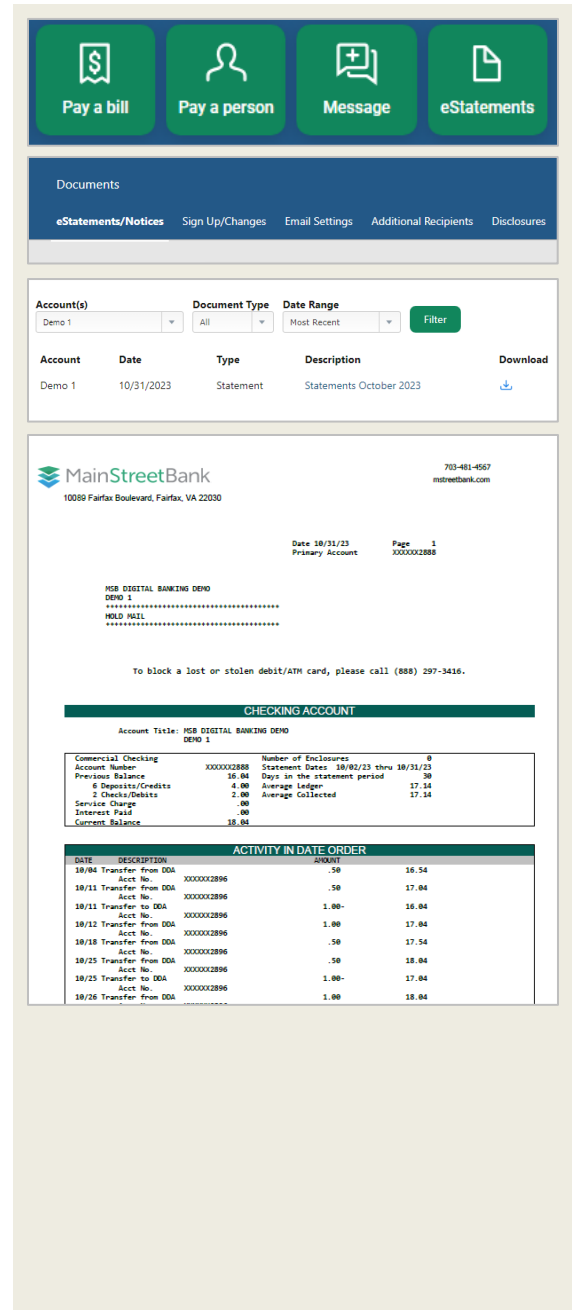
- From the center of your dashboard, click on the **eStatements** icon
- Click on **eStatements/Notices** within the document dashboard

## 02 Filter Your Documents

- Statements and notices are available for the previous two years, or as long as you have had your account (whichever is shorter)
- Filter your documents using the following options:
  - **Accounts:** All of your enrolled accounts will be listed
  - **Documents Type:** Statements, Notices and Tax Forms
  - **Date Range:** Most recent, current month, prior month, etc.
- Click **Filter**

## 03 Download and View

- All available documents that meet your criteria will be listed for download
- Click the **Download** icon next to the document you want to view
- The document will download locally to your device and you can view, print, or save for your personal records



The screenshot shows the MainStreetBank digital banking interface. At the top, there are four navigation icons: 'Pay a bill', 'Pay a person', 'Message', and 'eStatements'. Below these is a 'Documents' section with a sub-menu containing 'eStatements/Notices', 'Sign Up/Changes', 'Email Settings', 'Additional Recipients', and 'Disclosures'. The 'eStatements/Notices' section is active, displaying a list of documents with filters for 'Account(s)', 'Document Type', and 'Date Range'. A 'Filter' button is visible. Below the filters, a table lists documents with columns for 'Account', 'Date', 'Type', 'Description', and 'Download'. One document is listed: 'Demo 1', '10/31/2023', 'Statement', 'Statements October 2023', and a download icon.

The second part of the screenshot shows a sample statement document. It includes the MainStreetBank logo, address (10099 Fairfax Boulevard, Fairfax, VA 22030), phone number (703-481-4567), and website (mstreetbank.com). The statement is dated 10/31/23 and is for a Primary Account (XXXXXX2888). It includes a notice: 'MSB DIGITAL BANKING DEMO DEMO 1' and 'HOLD MAIL'. A warning message states: 'To block a lost or stolen debit/ATM card, please call (888) 297-3416.' Below this is a 'CHECKING ACCOUNT' section with account details: 'Account Title: MSB DIGITAL BANKING DEMO DEMO 1', 'Commercial Checking', 'Account Number: XXXXXX2888', 'Statement Dates: 10/02/23 thru 10/31/23', 'Previous Balance: 16.04', 'Days in the statement period: 30', 'Deposits/Credits: 4.00', 'Average Ledger: 17.34', 'Checks/Debits: 2.00', 'Average Collected: 17.34', 'Service Charge: .00', 'Interest Paid: .00', and 'Current Balance: 18.04'. The bottom section is 'ACTIVITY IN DATE ORDER' with columns for DATE, DESCRIPTION, and AMOUNT. It lists transactions from 10/04 to 10/26, including transfers from DDA and to DDA, with amounts ranging from .50 to 1.00.