

TREASURY MANAGEMENT

eStatements

To view electronic documents, you will select **Reporting** and then **Electronic Documents**.

Your most recent statements are listed under **ESTATEMENTS/NOTICES**. You can filter by account, document type and select a date range. You can view the statement or notice by selecting the **Description** hyperlink, or you can download, save or print from the **Download** option.

To add or remove accounts from eStatements, select **SIGN UP/CHANGES**, and select the accounts that you want to add or remove. Then select **Save Settings**.

You can add **ADDITIONAL RECIPIENTS** for users that do not have online banking access by creating a username that does not contain spaces or special characters. The username will be used by the additional recipient when signing in to view eStatements and/or Notices. Next, enter their email address. Then, create an access PIN that is between 8 and 12 characters in length, case sensitive and contains both alpha and numeric characters. Select **Save**.

The Access PIN is the recipient's password, and **you must provide it to them**. It will expire every 6 months.

The screenshot displays the Treasury Management web interface. At the top, there is a navigation bar with 'Message Center', 'Notifications', 'Cut-Off Times', 'Last Login: 07/30/2024, 11:55 AM, EST', and a user profile 'Hi, ksmerlas (PAA2266)'. Below this is a main menu with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'RECEIVABLES', 'REPORTING', and 'ADMIN'. The 'REPORTING' menu is expanded, showing 'Electronic Documents' and 'Account Reconciliation'. The 'Electronic Documents' page is active, showing a sub-menu with 'ESTATEMENTS/NOTICES', 'SIGN UP/CHANGES', 'EMAIL SETTINGS', 'ADDITIONAL RECIPIENTS', and 'DISCLOSURES'. The 'ESTATEMENTS/NOTICES' section is selected, displaying a table of statements with filters for 'Account(s)', 'Document Type', and 'Date Range'. The 'Document Type' dropdown is open, showing options: 'All', 'Statement', 'Notice', and 'Tax'. The table lists four accounts: 5987, Non AA 7552, Non AA 7578, and NON AA 8745, all with statements dated 06/28/2024. Below the table, the 'SIGN UP/CHANGES' section is active, showing instructions for enrollment and a list of accounts with checkboxes for enrollment. The 'Enroll All Available Accounts and Document Types Shown' checkbox is checked. The list of accounts includes 5987, NON AA 8745, Non AA 7552, and Non AA 7578, all with checked boxes. 'Save Settings' and 'Refresh' buttons are at the bottom.

NOTE: Only a full administrator can enroll or make changes to business account eStatements.



Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.