# **BOSS Online Banking Guide**

### eStatements - Quick Reference Guide

BOSS Online Banking has enhanced the eStatement center to allow customers the ability to access their **Deposit Statements, Loan Statements, ICS Statements, Account Analysis Statements, Account Reconcilement Packets and CD Statements**. This guide will provide step by step instructions on how to access your eStatements and how an ADMIN user can provide access to these statements to their sub users.

### **Locating the eStatement Search Center**

- Log into BOSS Online Banking
- Click on the **Reporting** tab and select **eStatements & Notices** from the drop-down menu

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 Click on the **Reporting** tab and select **eStatements & Notices** from the drop-down menu

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### Search for an eStatement

• From the **Statement Type** drop-down box, select the statement type you would like to view – Account Analysis Statements, Deposit Statements, Loan Statements, etc.

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• Select the Date Range and click Apply

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- Click Search
- You will be presented with the filter search of your eStatements
- Click **Download** to view each one

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### **Entitling eStatments to a BOSS user**

- Log into BOSS Online Banking
- Click on Administration & Settings
- Choose User Maintenance from the drop-down menu

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• Next to the user you would like to update, select **Modify** under the **Actions** column

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#### • Select Set Permissions

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#### • Select **Reporting** and check the box next to **eStatements**

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		1 Define User	2 Set Permissions	,	3 Assign Accounts	4 Apply Approval Limits
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#### • Click Assign Accounts and Bank Accounts



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• Select the check box for the eStatement report that you would like to entitle to a specific account.

#### **Available Statement Types:**

- Account Analysis Statements
- CD Statements
- \* Deposit Statements
- Loan Statements
- ICS Statements
- Account Reconcilement Report Packet
- Click **Update** to save your changes

For technical support regarding E-Statements, please call Customer Care Center at (800)385-8664, or Cash Management Support at 866-943-8739.