


Ag Banking Online (ABOL) Statements

- 1) Click **Services** in the left navigation pane to expand the drop-down menu
- 2) Click **Statements**
- 3) To enroll in eStatements to view electronic statements and/or go paperless:
 - a) Verify whether you see the sample eStatement PDF
 - i) I **CANNOT** see it
 - (1) Click to return to the Home page and contact your association for assistance
 - ii) I **CAN** see it
 - b) Select your preferred eStatement notification method
 - i) Notify Me By → **Email or SMS Text**
 - (1) If **Email**, verify your email address
 - (2) If **SMS Text**, verify your phone number
 - (3) Contact information is not editable on this screen. If updates are needed:
 - (a) Click **Exit** or the “X” in the top right to close the window
 - (b) Click **Settings**, then **Profile** from the left navigation pane
 - (c) Update your **Email Address** or **Phone Number** and click **Submit Profile**
 - (d) Return to the **Statements** window by clicking **Services**, then **Statements**
 - c) Click **Submit All**
- 4) Statements tab
 - a) Toggle between accounts from the drop-down menu

- b) Enter dates to see statements within a specific date range and click **Search**
 - c) View statements
 - i) Expand/collapse statements by year
 - ii) Change the number of entries displayed per page
 - iii) Enter **Search** criteria to filter results
 - iv) Sort statements using the **column headers**
 - v) Click the **Statement** icon () to view the statement
 - vi) Click the link in **Inserts** column, if applicable, to view the Insert for that statement
 - vii) Click **Previous, Next or a Page Number** to view additional pages
 - d) Click the **Statement** button above the date range to refresh the page to the default view or start a new search Statements
- 5) Profile tab
- a) Expand/collapse accounts to change Delivery Preferences
 - i) Delivery Type → **Electronic or Electronic & Paper**
 - ii) Notify Me By → **Email or SMS Text**
 - iii) Verify or add email address or phone number
 - iv) If you make any updates, a **Reset** button will appear to reset to the previous delivery preferences for that account
 - v) Click **Submit All** to submit changes
- 6) Exit Statements
- a) Click the **X** in the top right of the window to close the **Statements** window, or click **Exit** to log out of statements, then the **X** in the top right to return to Ag Banking Online