


# 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.