BSP Business Internet Banking

Download Statement Guide

Contents

Introduction 3
Request Statement 3
Download Statement 5

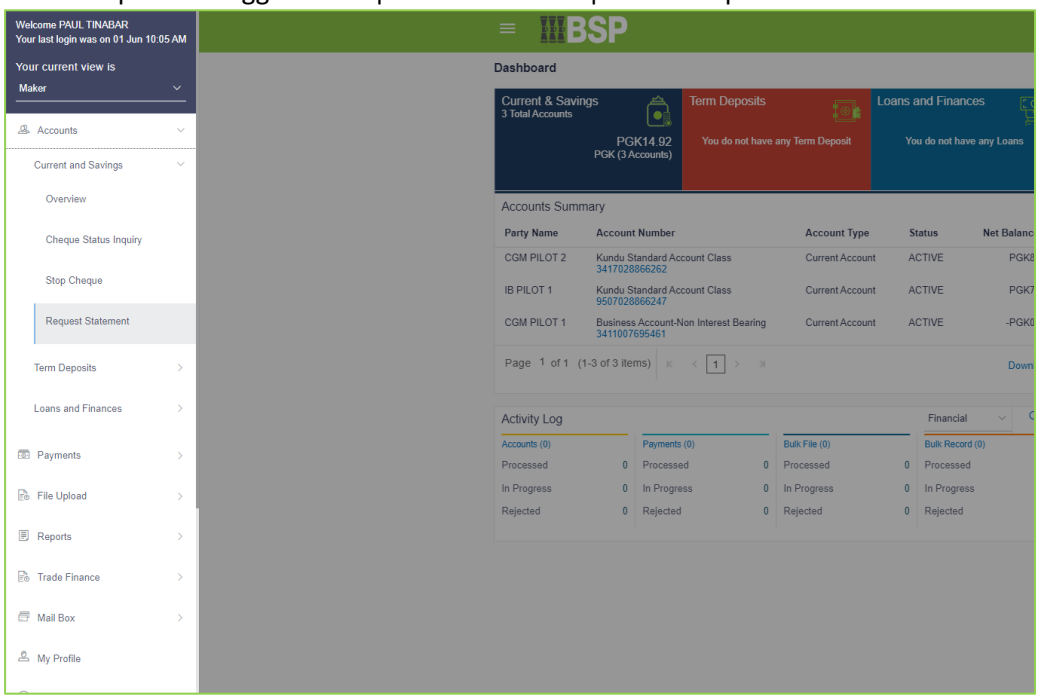
Introduction

A bank statement is a list of all transactions for a bank account during a specified time period, which is often monthly. It includes deposits, charges, and withdrawals, as well as the period's initial and ending balances. Account holders usually go over their bank statements to maintain track of their costs and spending, as well as to look for any fraudulent charges or inaccuracies.

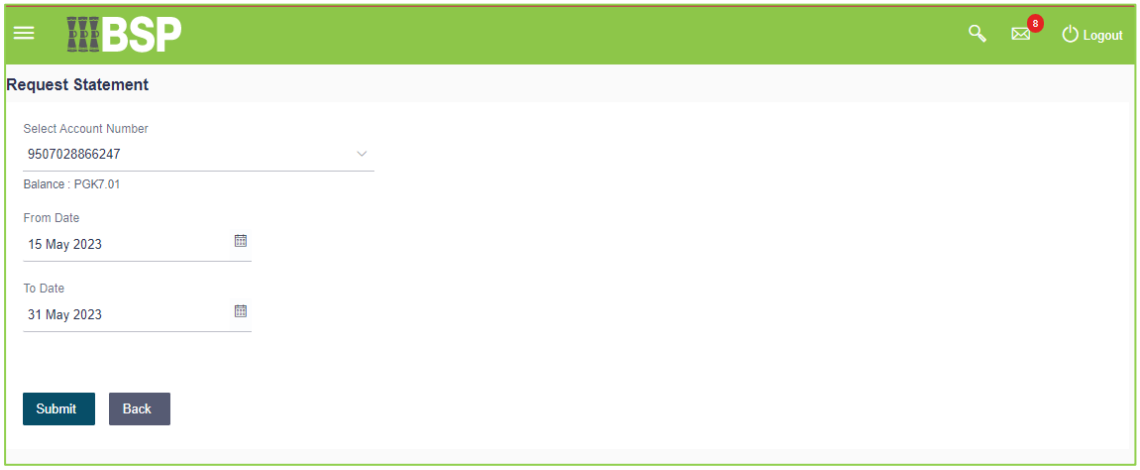
Here's how to download an account statement in PDF.

Request Statement

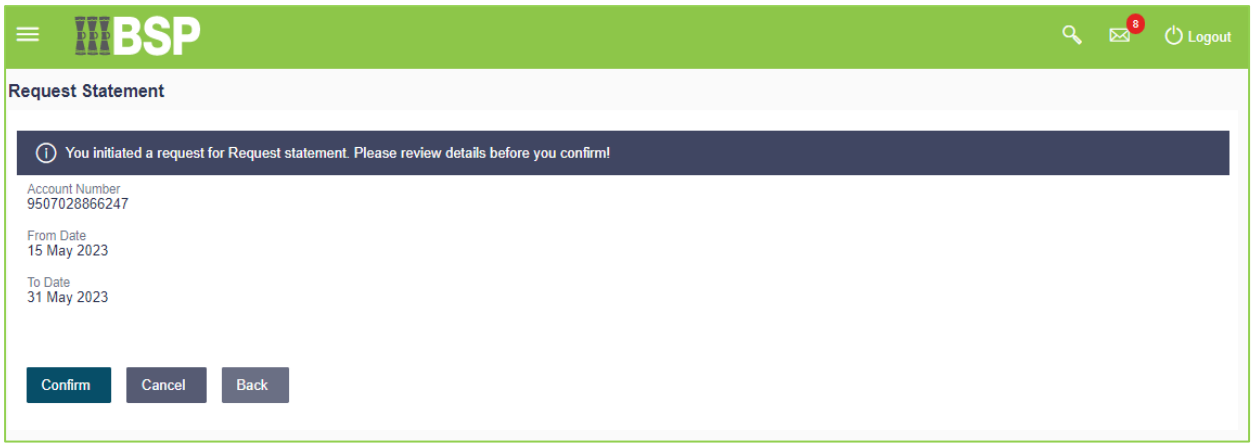
1. Open the toggle menu | Select Accounts | Select Request Statement



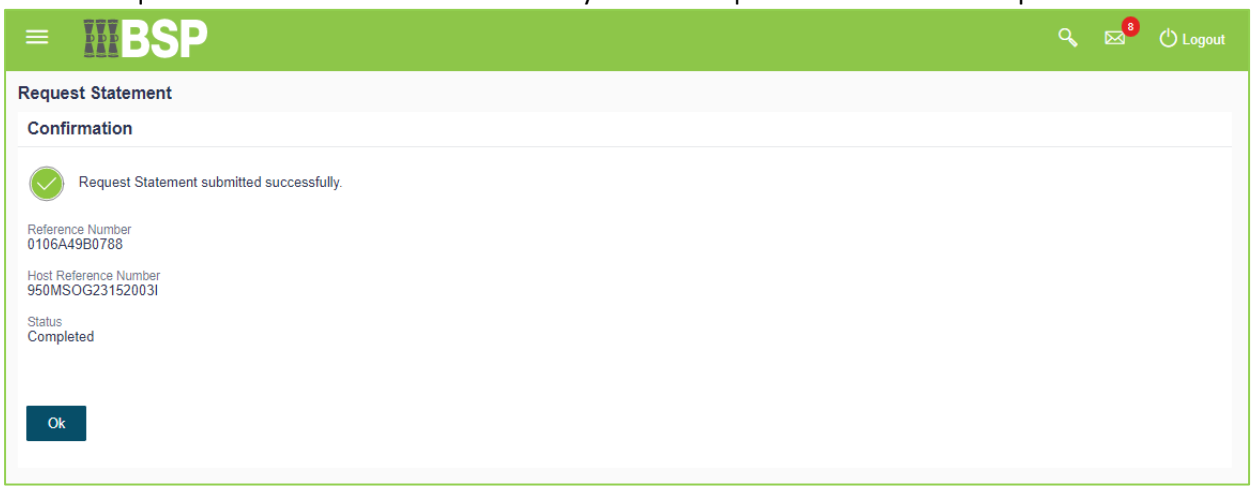
2. Select **Account Number** | Choose the **From Date** | Choose the **To Date** | Click the **Submit** button



3. Confirm the details | If not okay then click the **Back** button to go back and edit details | To stop the request and go back to dashboard, then click the **Cancel** button | If okay then click the **Confirm** button

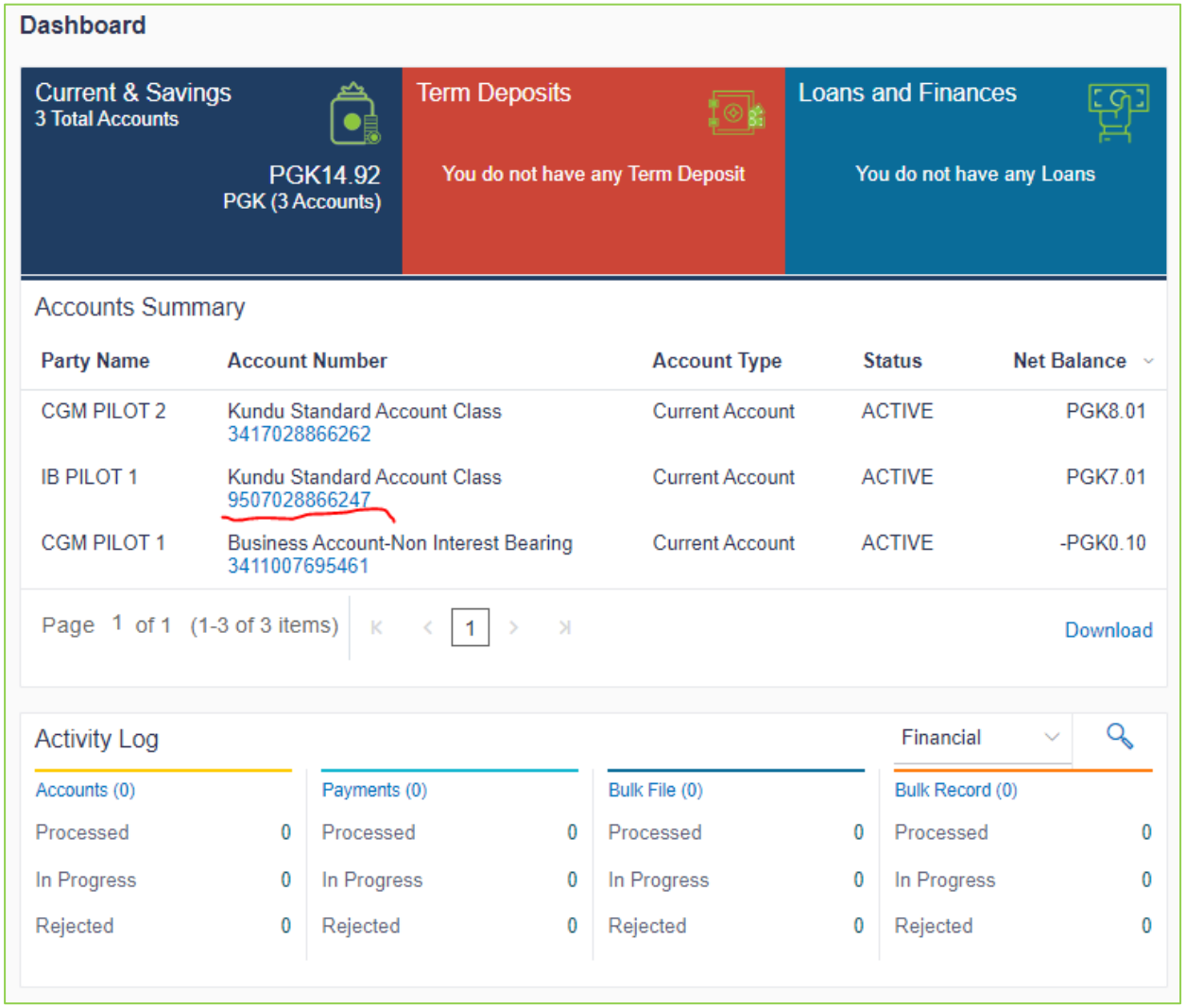


4. Request is confirmed that it's successfully submitted | Click the Ok button to proceed

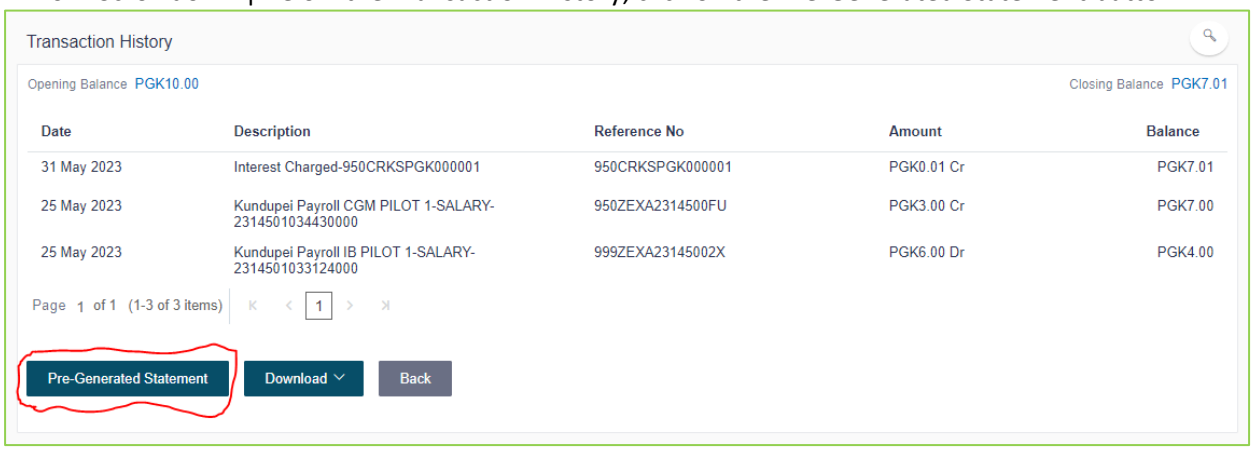


Download Statement

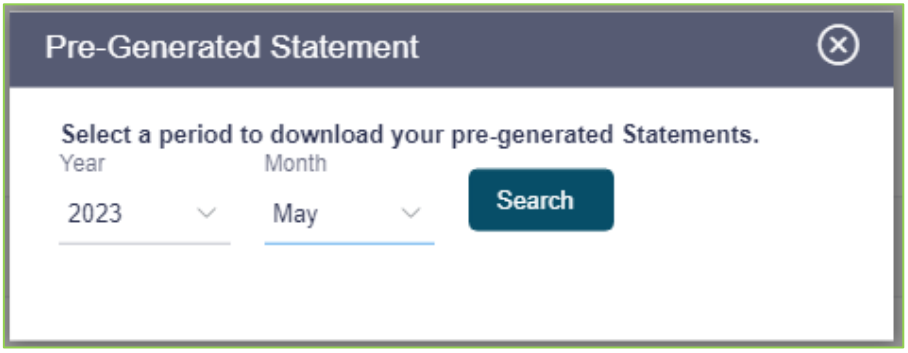
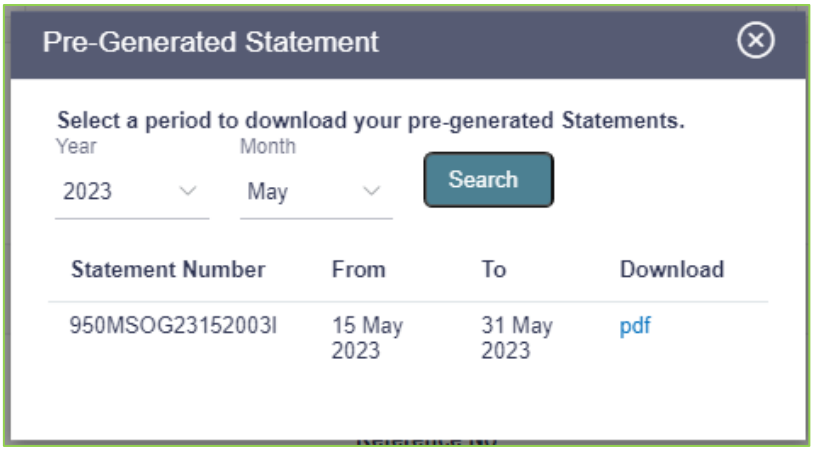
5. On the dashboard, select the account you requested the statement from.



6. Scroll down | Below the Transaction History, click on the Pre-Generated Statement button



7. Choose the year and month of the statement you requested for | Click the Search button



8. Confirm the dates in Steps 2 and 3 | Select PDF in the blue font to download the statement.