

MEMBER GUIDE TO MANUALLY DOWNLOAD KOOTENAY SAVINGS STATEMENTS



- 1 Select **View Account Activity**.
- 2 Click the **Select an Account** dropdown box and choose the account you wish to print your statement for OR, if you want all accounts on your statement, simply scroll to the bottom of the dropdown and choose **All**.
- 3 Click **Monthly** and select the month you want a statement for.
- 4 Click on **Advanced Options** and the **Show** and **Format** fields will appear.
- 5 Click the **Format** field, select how you would like to print your statement. TIP: the **Download to PDF** format looks most like regular e-statements
- 6 Click **Search**.
- 7 Click **Continue**.
- 8 Open the statement.

