

How to view your statements using the BNZ app

This guide will help you to view your statements, annual loan summaries, term deposit certificates, tax certificates, and KiwiSaver annual statements, on your device.

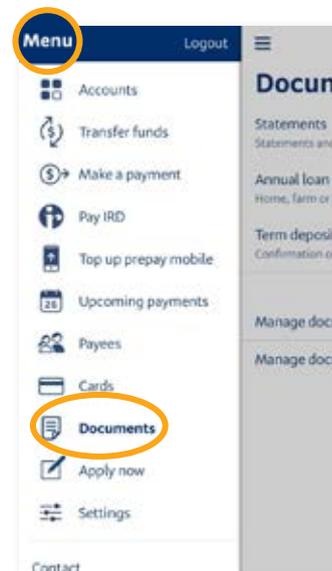
It also shows you how to turn off your paper documents – and turn them back on again.

To get started, you need to have the BNZ app set up on your device and be registered for Internet Banking. If you're not, don't worry, it's easy to get set up, and we have a supporting guide if you need it. Register at www.bnz.co.nz



Step 1. Log in to the BNZ app.

Tap on **Menu**, then **Documents**.

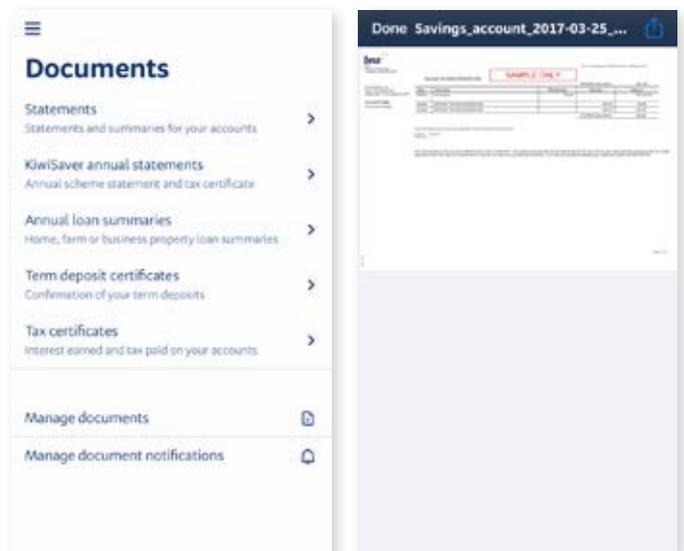


Step 2. Tap on the document category you want to view (for example, **Statements** or **Tax certificates**). Then tap on the account you want the document for.

For your everyday accounts you'll be able to see the last seven years of statements.

Tap on the document you want to open.

Tip: If you want to access statements on closed accounts, you'll need to log into Internet Banking.



How to print or share your documents

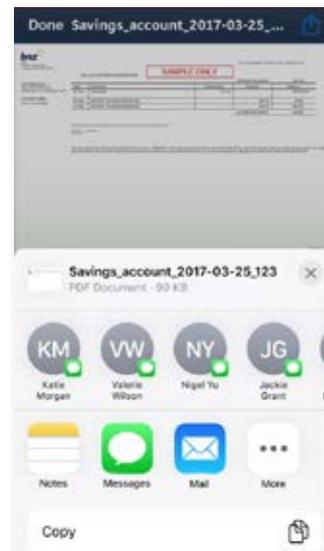
Need to share your documents with someone (like your accountant)? Here's what to do.

Step 1. Using an Android device? Tap the **three vertical dots** in the top-right corner.

Using an iPhone? Tap the **Share** icon.



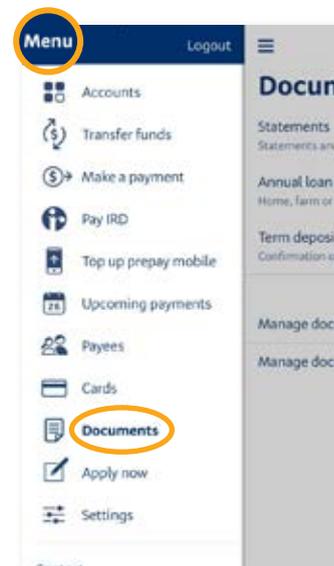
Step 2. Select from the options available on your device, such as print, email, or save.



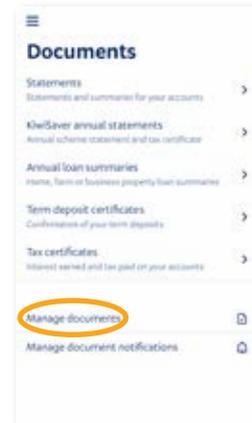
How to turn off paper documents

To stop receiving paper documents in the post, here's what you need to do.

Step 1. Tap **Menu**, then **Documents**.

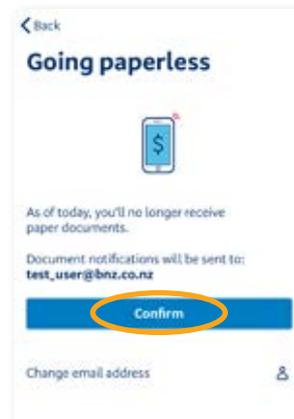


Step 2. Tap **Manage documents** to change how you receive your statements.



Step 3. Tap **Turn paper off**. This means you will no longer receive paper documents in the post.

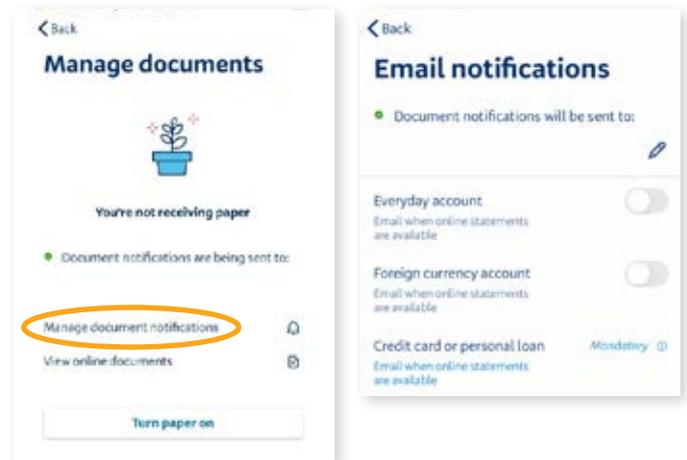
You'll need to enter an email address to turn off your paper documents. If you haven't done this already, a link on screen tells you this – and takes you where you can enter your email address.



How to get notified by email when a new document is ready

To manage your notifications, here's what to do.

Step 1. Tap **Manage document notifications** to turn on email notifications. You can select which accounts and products you receive notifications for.



Nice work. You now know how to view, manage, and turn off paper statements and other documents using the BNZ app.