

How to view your statements using Internet Banking

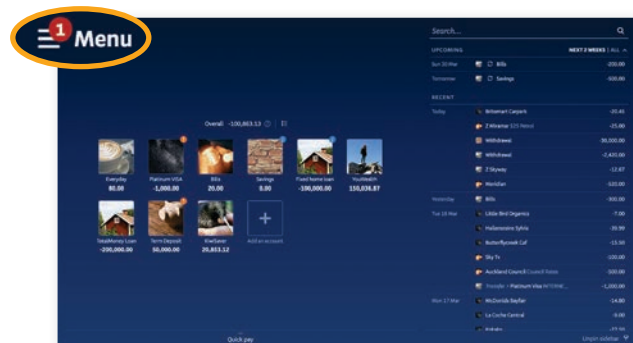
This guide will help you to view your statements, annual loan summaries, term deposit certificates, tax certificates, and KiwiSaver annual statements using Internet Banking.

To get started, you need to 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



Before you start

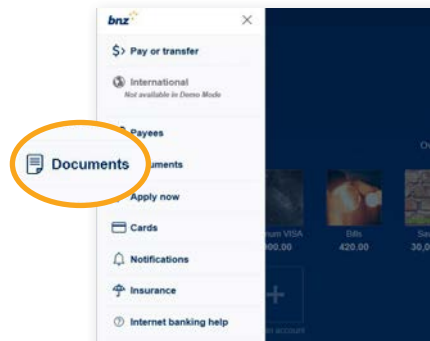
There are two different ways to access your documents: by clicking **Menu** in the top-left corner, or by clicking on an individual account.



Viewing your documents via the Menu on your main screen

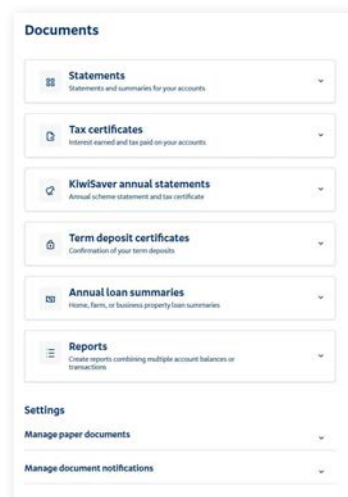
Step 1.

Log in to Internet Banking, click **Menu** then **Documents**.



Step 2.

Select the document category you need (for example, **Statements** or **Tax certificates**).

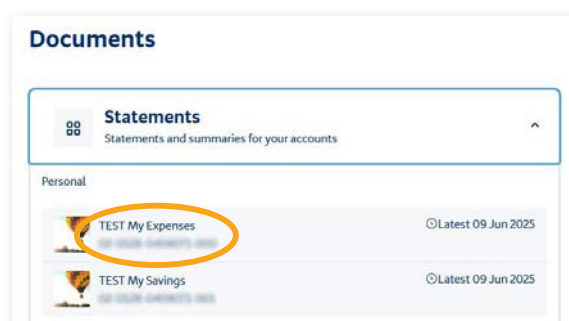


Step 3.

Click the account you want to view, then the document you want to view. This will open a PDF of that document which you can print or save.

You'll be able to see the last seven years' worth of documents for your everyday accounts.

To view documents for closed accounts, scroll to the bottom of the category and click **Show closed accounts**.



Viewing your statement via an account on your main screen

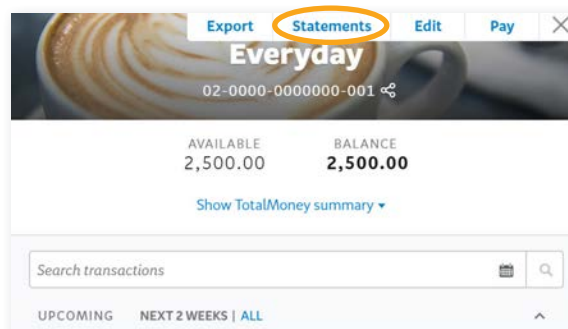
Step 1.

From your main screen, click the account you want to view statements for.



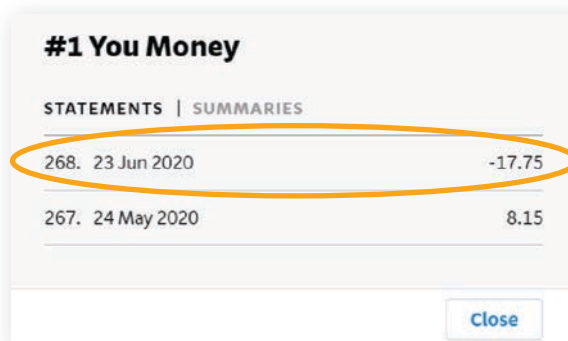
Step 2.

At the top of the account's screen click **Statements**.



Step 3.

Select the statement you want to view in the pop-up screen.



Step 4.

The statement will display as a PDF file which you can print or save.

It can be downloaded as many times as you like. You can also email it to someone, such as your accountant.

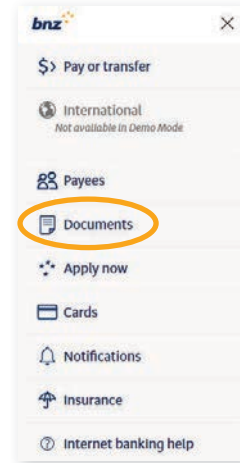


How to turn off paper documents

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

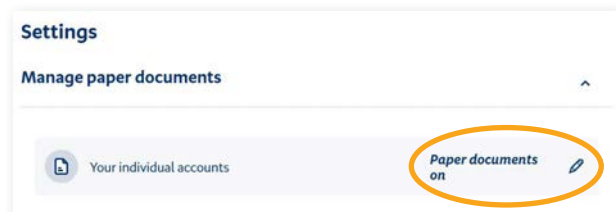
Step 1.

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



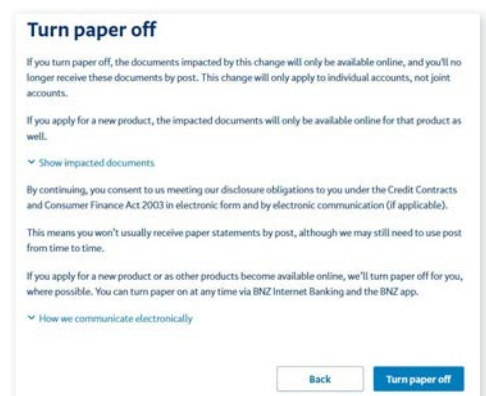
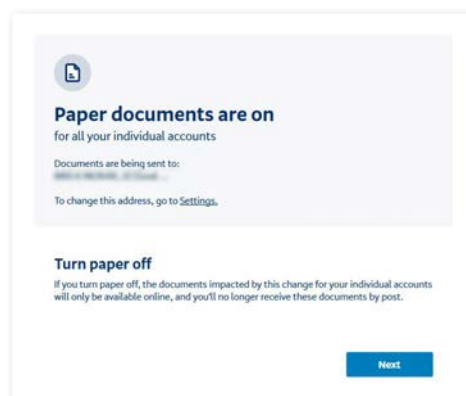
Step 2.

Go to **Settings** and **Manage paper documents**.
Click **Paper documents on**.



Step 3.

Click **Next** and **Turn paper off**.

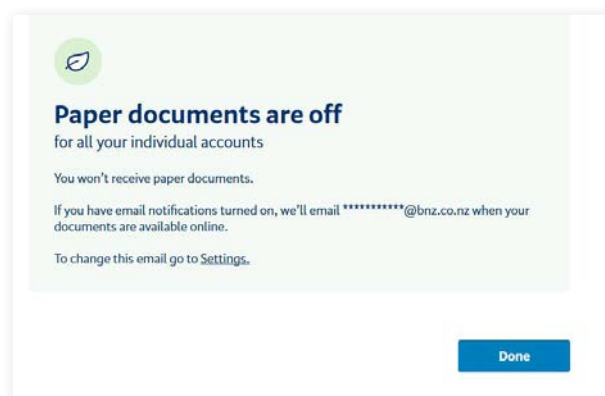


Step 4.

Click **Done**

If you have email notifications turned on, we'll email you when your documents are available online.

You can manage these notifications under **Settings** on the 'Documents' screen.



Nice work. You now know how to view and manage your statements and other documents using Internet Banking.