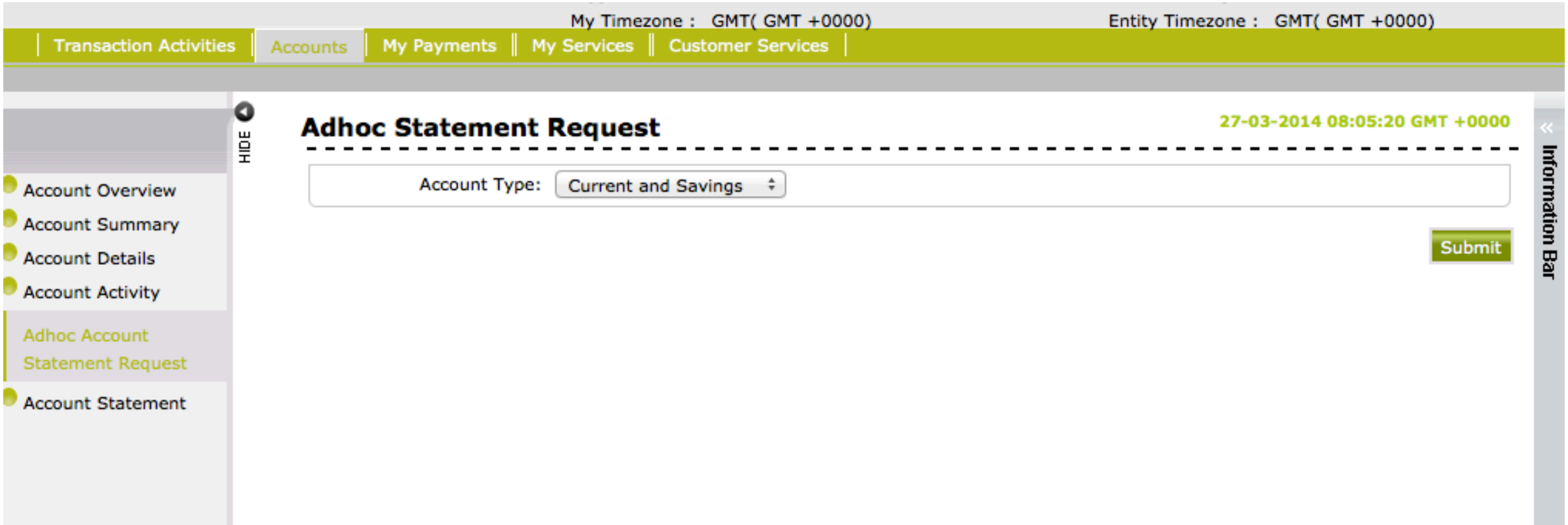
HOW TO SPOOL ACCOUNT STATEMENTS

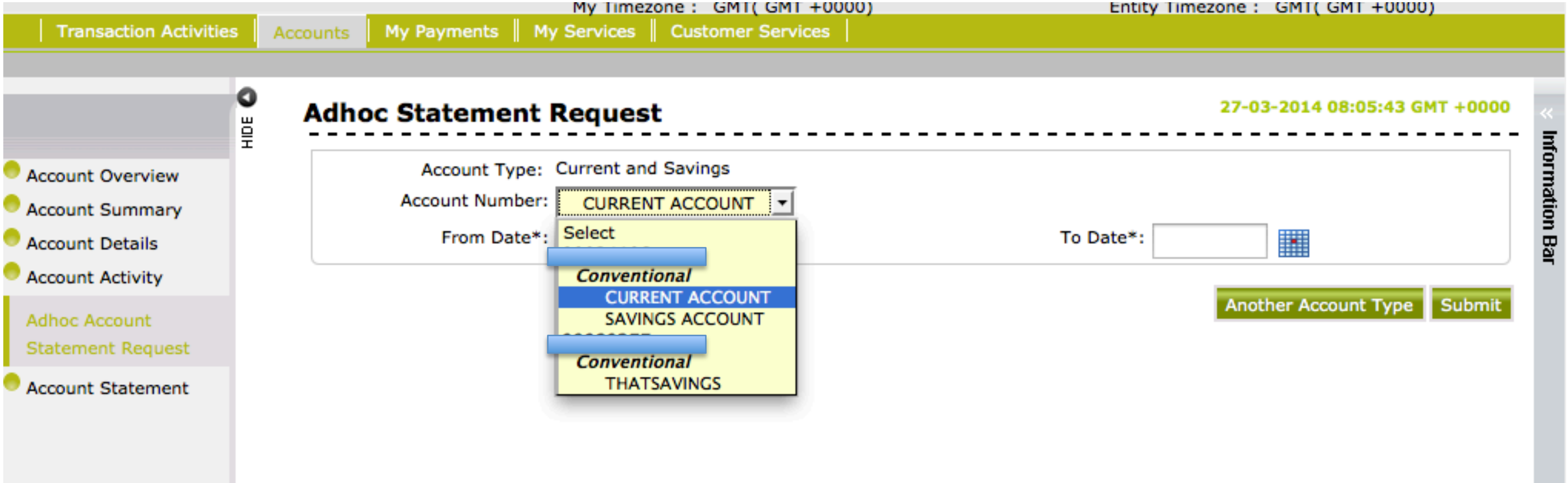
Step 1

After login in, select the **accounts tab**, click on **Adhoc Account Statement Request** and click **Submit**.



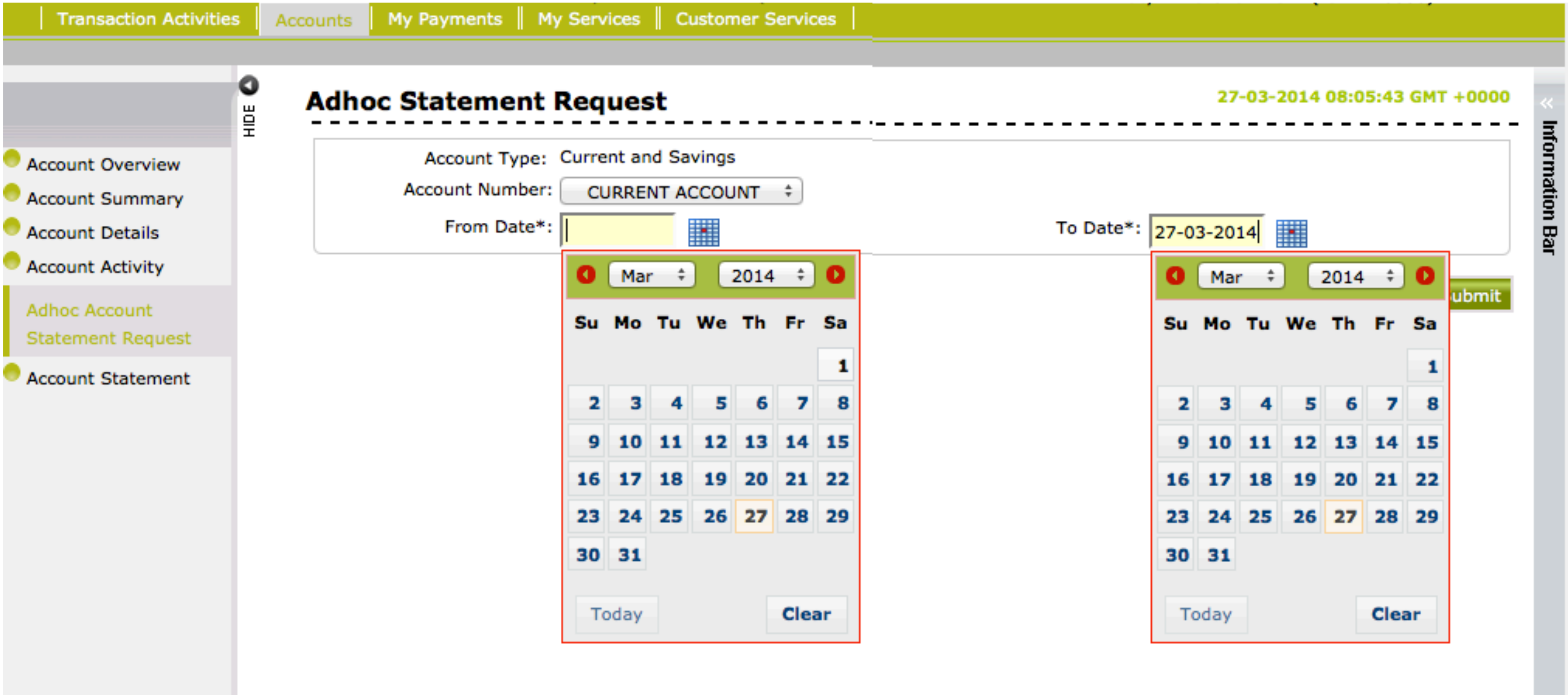
Step 2

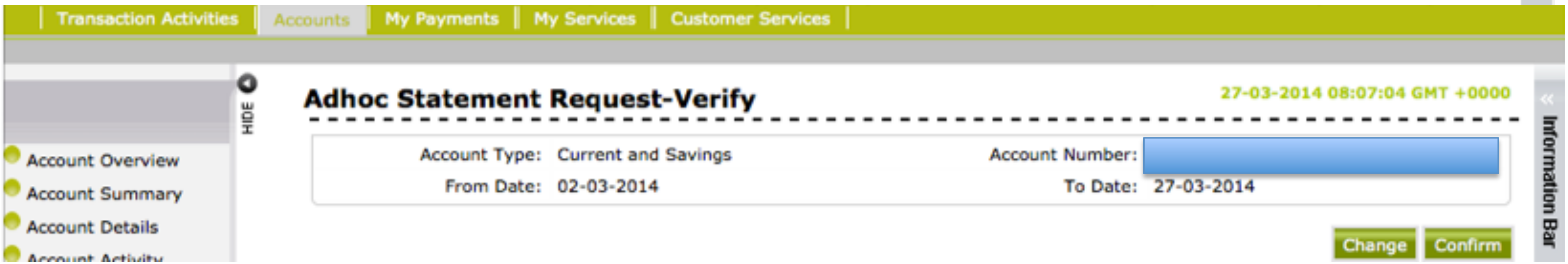
Select the account you wish to spool a statement for,



Step 3

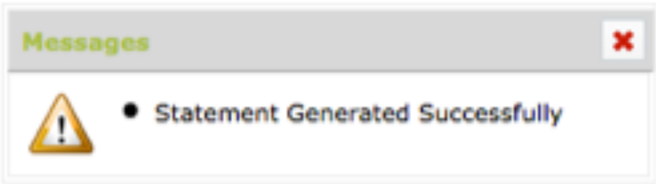
Select the **From (Start) Date** and the **To (End) date**, **submit** and **confirm**.





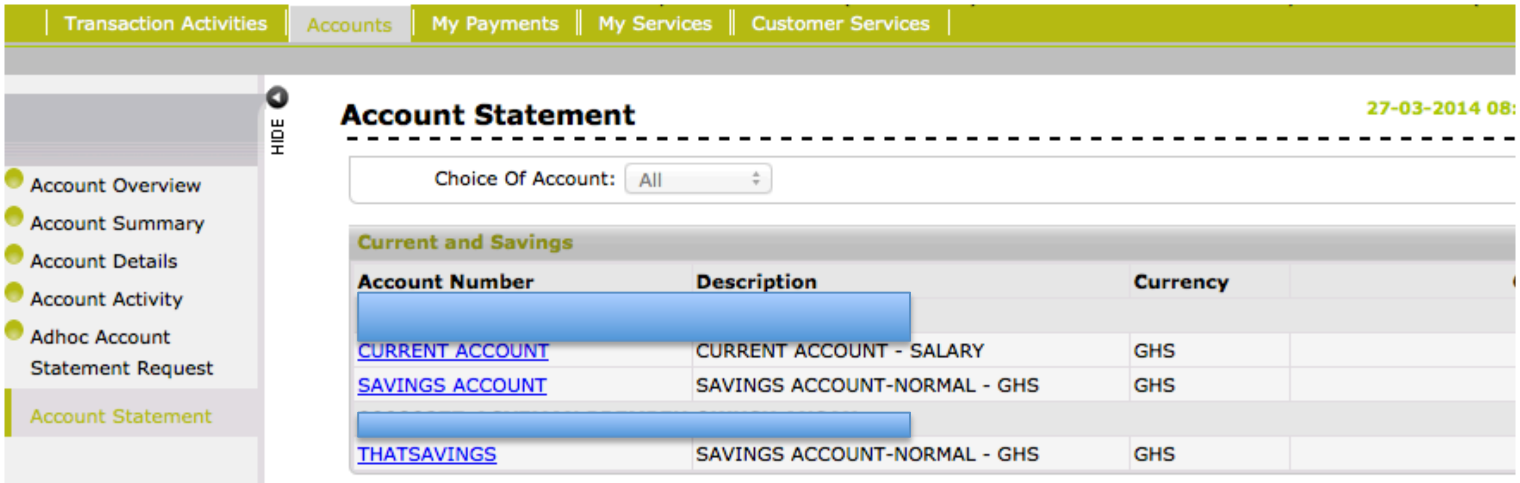
Step 4

Close the pop-up message and proceed to next step when statement is generated successfully or repeat steps 1 through 3

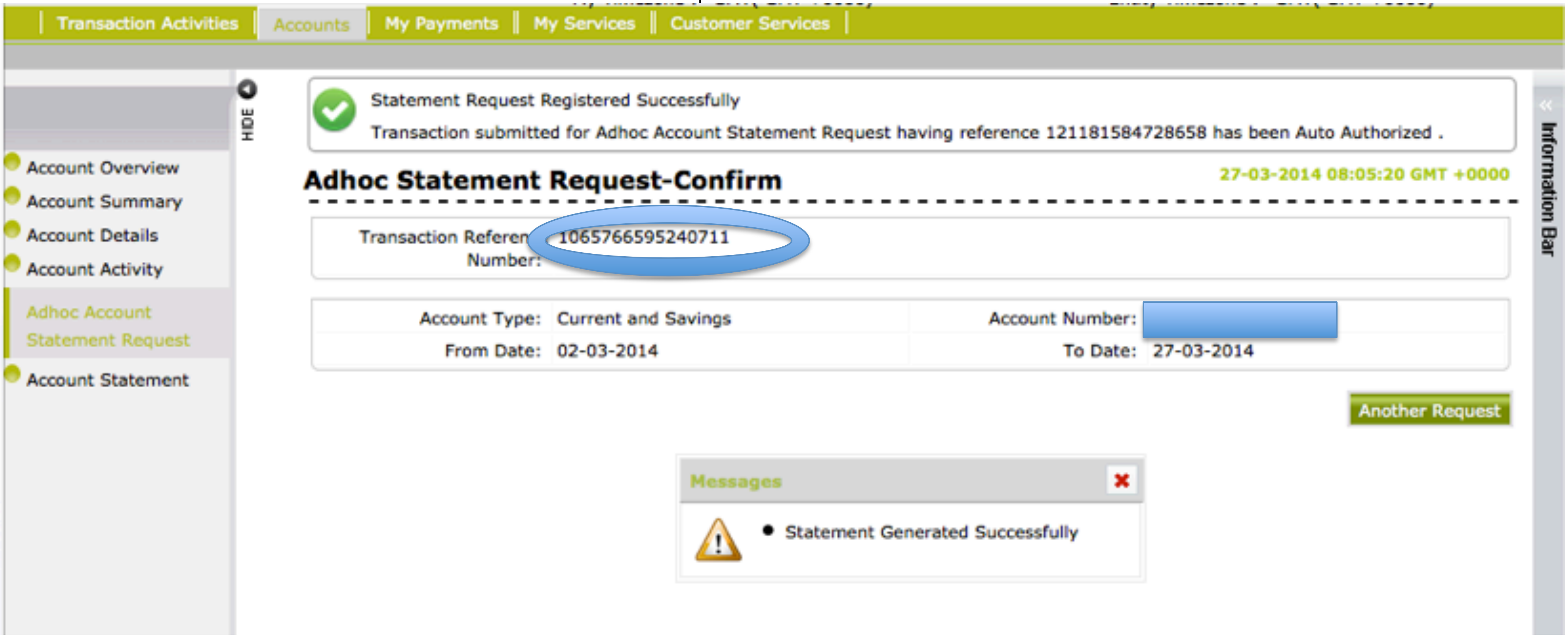


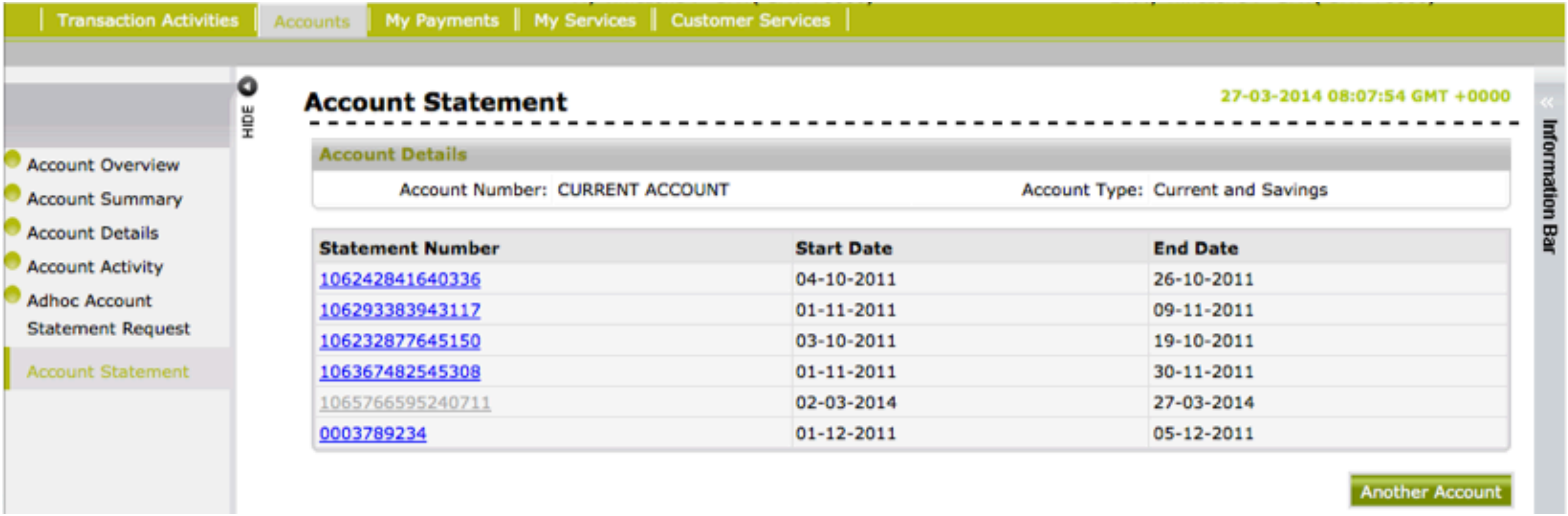
Step 5

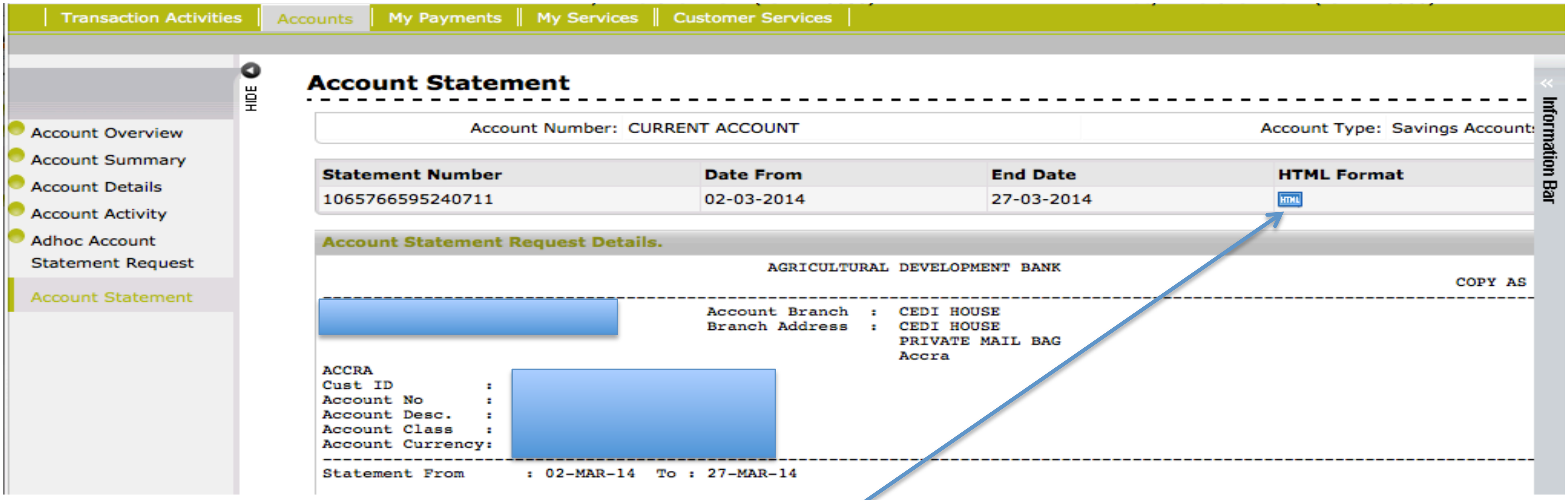
Still under the **Accounts tab**, select **Account Statement** and click on the account you generated the statement for.



By looking at the start and end date, select the statement you requested. You can also copy the reference number that is shown after the success of the spool is indicated as shown below to retrieve the statement







NB: To save the statement click on the html format and save.