

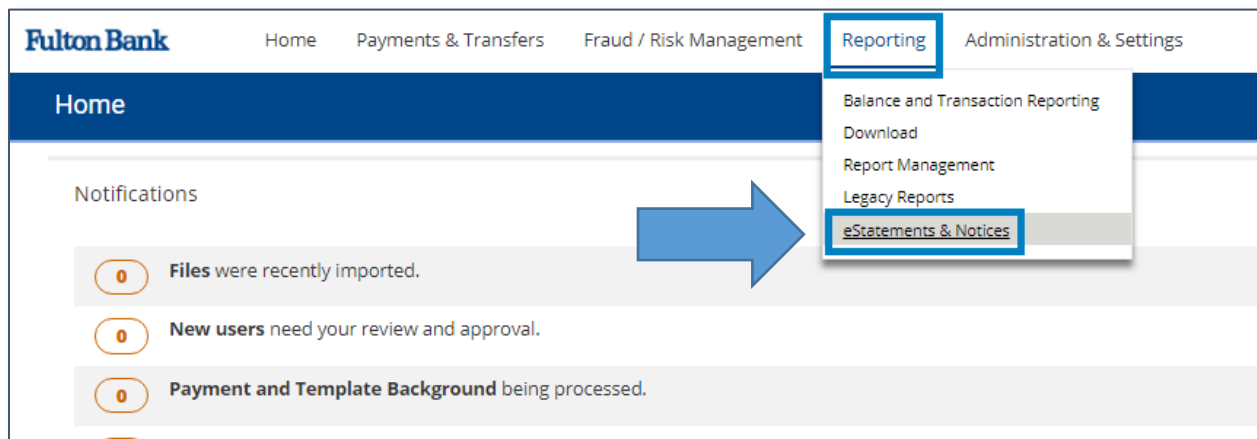
# BOSS Online Banking Guide

## eStatements – Quick Reference Guide

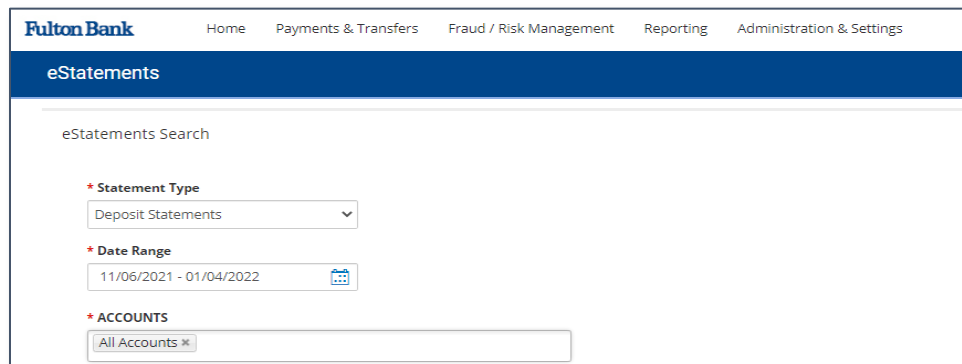
BOSS Online Banking has enhanced the eStatement center to allow customers the ability to access their **Deposit Statements, Loan Statements, ICS Statements, Account Analysis Statements, Account Reconciliation Packets and CD Statements**. This guide will provide step by step instructions on how to access your eStatements and how an ADMIN user can provide access to these statements to their sub users.

### Locating the eStatement Search Center

- Log into BOSS Online Banking
- Click on the **Reporting** tab and select **eStatements & Notices** from the drop-down menu



- Click on the **Reporting** tab and select **eStatements & Notices** from the drop-down menu



## Search for an eStatement

- From the **Statement Type** drop-down box, select the statement type you would like to view – Account Analysis Statements, Deposit Statements, Loan Statements, etc.

Fulton Bank Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings

### eStatements

eStatements Search

\* **Statement Type**

- Account Analysis Statement
- Account Analysis Statement
- Deposit Statements
- Loan Statements
- IntraFi Statements

\* **ACCOUNTS**

All Accounts \*

Search

- Select the **Date Range** and click **Apply**

Fulton Bank Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings

### eStatements

eStatements Search

\* **Statement Type**

Account Analysis Statement

\* **Date Range**

07/03/2020 - 01/04/2022

\* **ACCOUNTS**

All Accounts \*

Search

Apply

- Select the account number or leave it set to **All Accounts**

Fulton Bank Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings

## eStatements

eStatements Search

\* **Statement Type**  
Account Analysis Statement

\* **Date Range**  
11/06/2021 - 01/04/2022

\* **ACCOUNTS**  
All Accounts \*

Search

- Click **Search**
- You will be presented with the filter search of your eStatements
- Click **Download** to view each one

Fulton Bank Home Payments & Transfers Fraud / Risk Management Reporting Administration & Settings

## eStatements

eStatements Search

\* **Statement Type**  
Deposit Statements

\* **Date Range**  
11/06/2021 - 01/04/2022

\* **ACCOUNTS**  
FBK Account Test 2 - FBK - Fulton Bank \*

Search

Filter Select fields

Actions	Statement Date	Account Number
Download	12/31/2021	
Download	11/30/2021	

Viewing 1-2 of 2 records

## Entitling eStatements to a BOSS user

- Log into BOSS Online Banking
- Click on **Administration & Settings**
- Choose **User Maintenance** from the drop-down menu

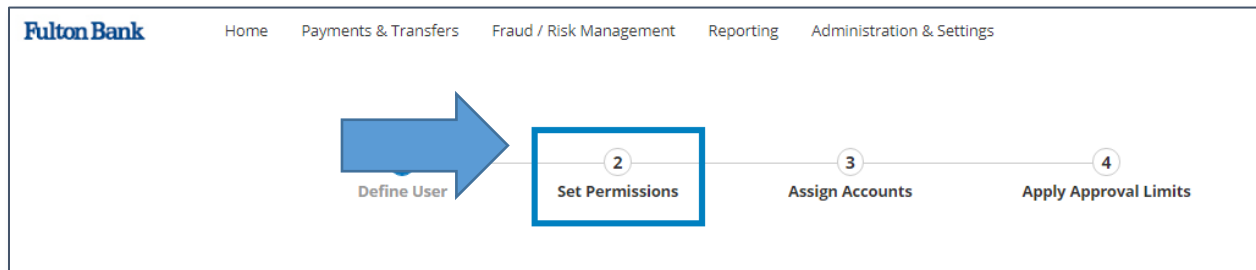
The screenshot shows the top navigation bar of the Fulton Bank BOSS Online Banking interface. The 'Administration & Settings' menu is open, and 'User Maintenance' is highlighted. Below the navigation bar, there is a 'Home' section and a 'Notifications' section with several items.

- Next to the user you would like to update, select **Modify** under the **Actions** column

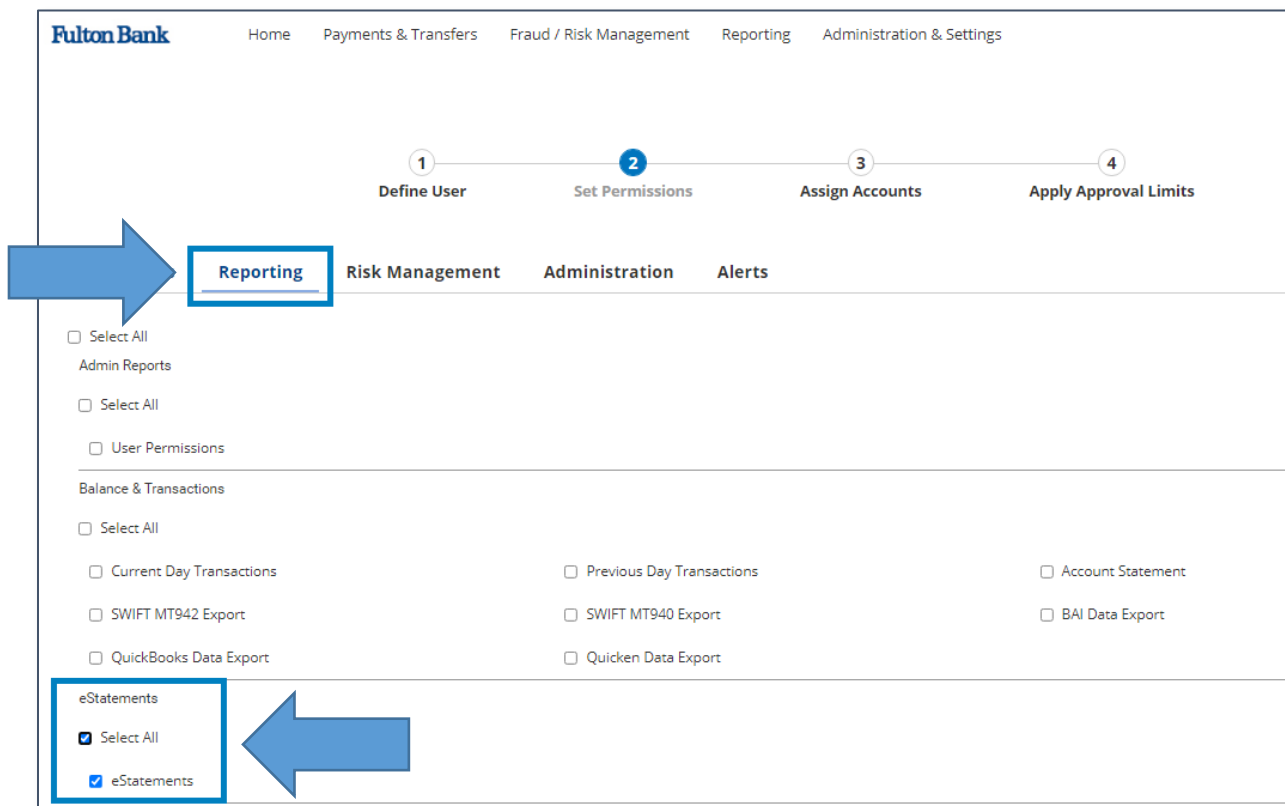
The screenshot shows the 'User Maintenance' page. At the top, there is a '+ Add New User' button and a 'Filter' dropdown menu. Below this is a table with columns: All, Actions, User ID, User Name, Disabled, Status, Legal Administrator, and Last Approved Date. The 'Actions' column is highlighted with a blue box, and a blue arrow points to the 'Modify' option in the dropdown menu. Below the table, there are buttons for 'Approve', 'Delete', and 'Restore'.

<input type="checkbox"/> All	Actions	User ID	User Name	Disabled	Status	Legal Administrator	Last Approved Date
<input type="checkbox"/>	View	NACHA		No	Approved	No	07/22/2021 08:10:22
<input type="checkbox"/>	View	JWITMER		No	Approved	No	12/17/2021 09:02:09

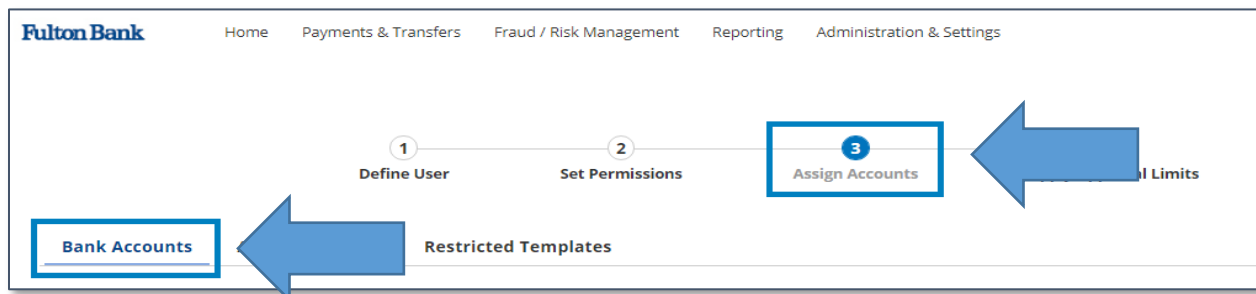
- Select **Set Permissions**



- Select **Reporting** and check the box next to **eStatements**



- Click **Assign Accounts** and **Bank Accounts**



Bank Accounts
ACH Originators
Restricted Templates
Legacy Reports

Filter  Clear

<input type="checkbox"/> Payments				<input type="checkbox"/> Report							
Vires	Transf From	Trans		Account Analysis Statement	Certificate of Deposit Statements	Deposit Statements	Loan Statements	IntraFi Statements	Reconciliation Report Packet	Check Inquiry	Balance & Transactions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

22 of 22 records
Display  per page

Update
Continue
Back
Cancel

- Select the check box for the eStatement report that you would like to entitle to a specific account.

### Available Statement Types:

- ❖ Account Analysis Statements
- ❖ CD Statements
- ❖ Deposit Statements
- ❖ Loan Statements
- ❖ ICS Statements
- ❖ Account Reconciliation Report Packet

- Click **Update** to save your changes

**For technical support regarding E-Statements, please call Customer Care Center at (800)385-8664, or Cash Management Support at 866-943-8739.**