Fulton Bank | CASH MANAGEMENT GROUP

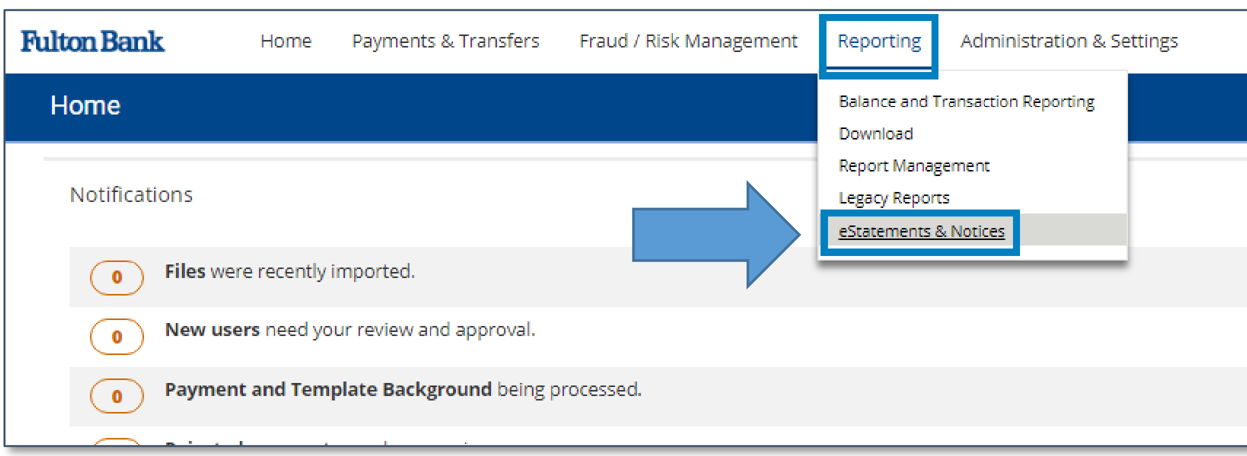
# BOSS Online Banking Guide

## eStatements – Quick Reference Guide

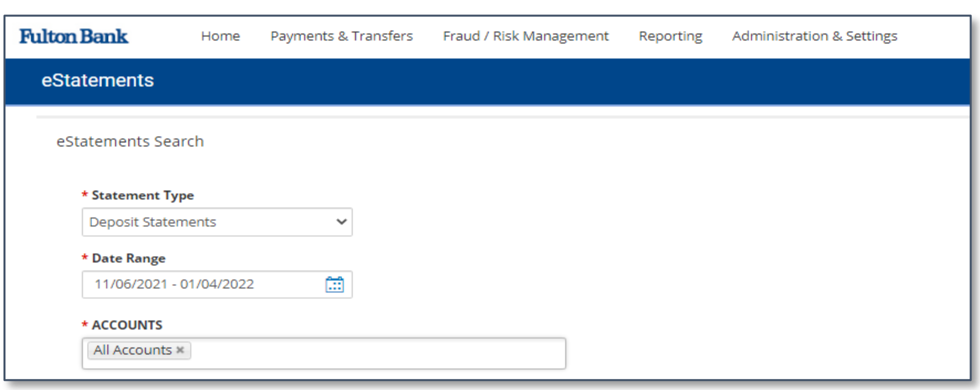
BOSS Online Banking has enhanced the eStatement center to allow customers the ability to access their **Deposit Statements, Loan Statements, ICS Statements, Account Analysis Statements, Account Reconcilement Packets and CD Statements**. This guide will provide step by step instructions on how to access 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

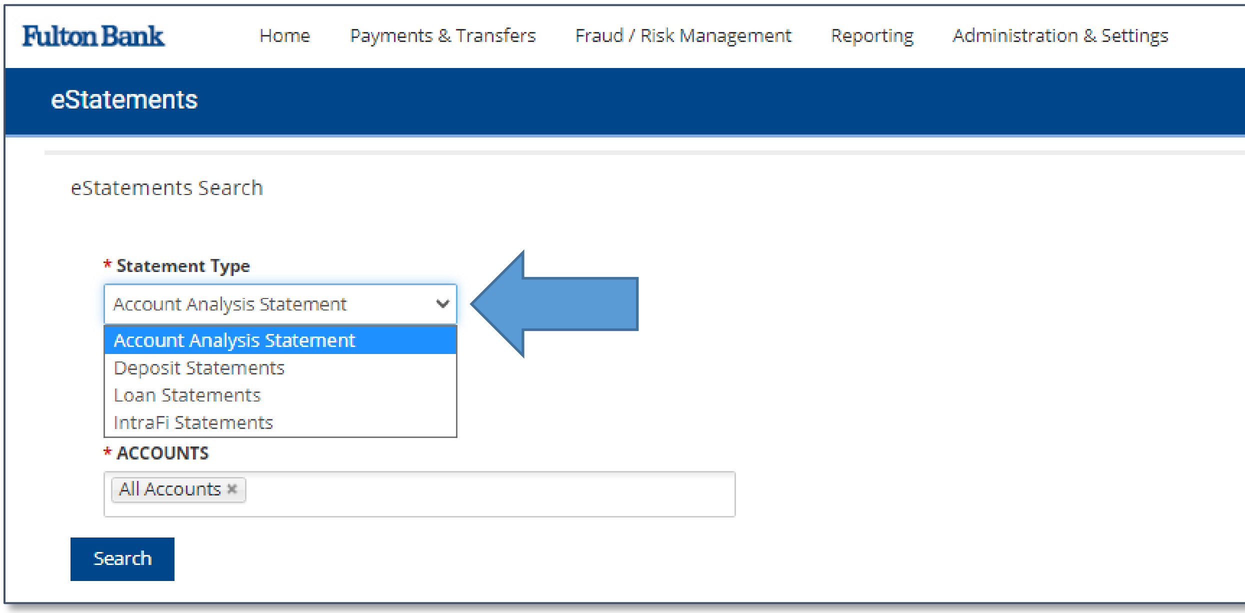



- Click on the **Reporting** tab and select **eStatements & Notices** from the drop-down menu

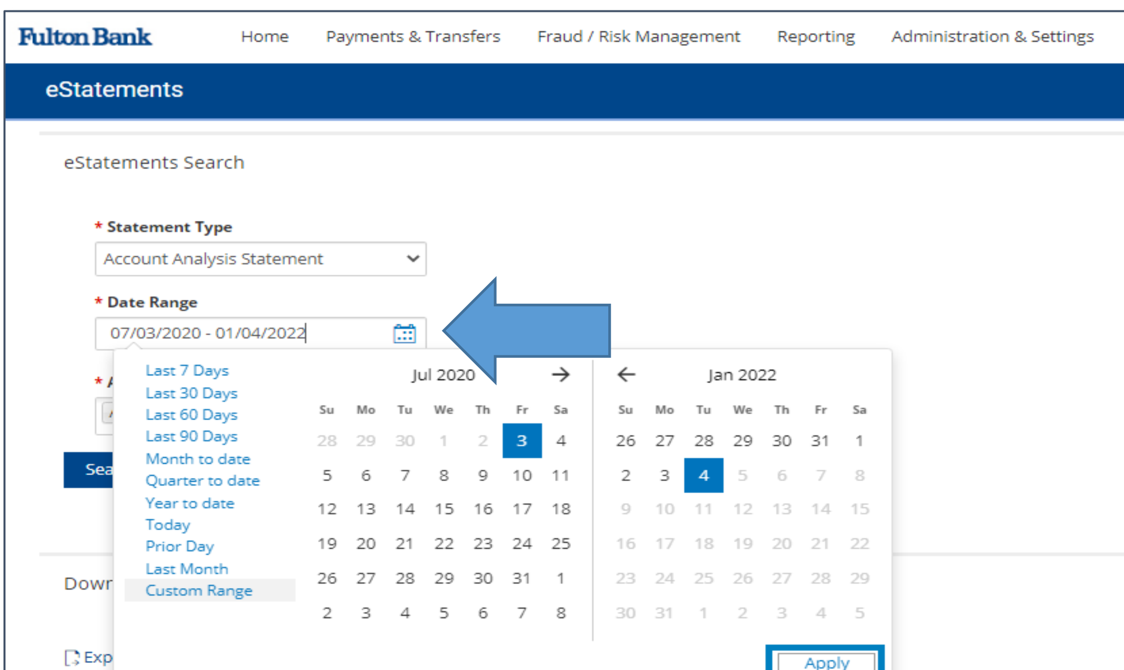


## Search for an eStatement

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

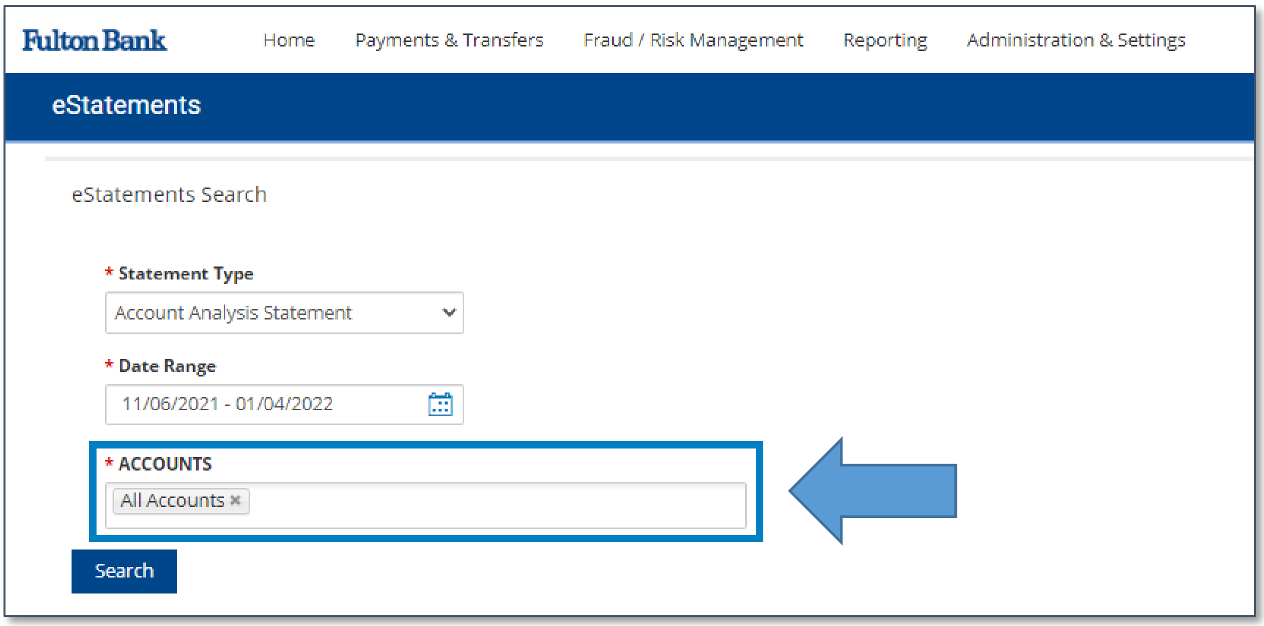



- Select the **Date Range** and click **Apply**

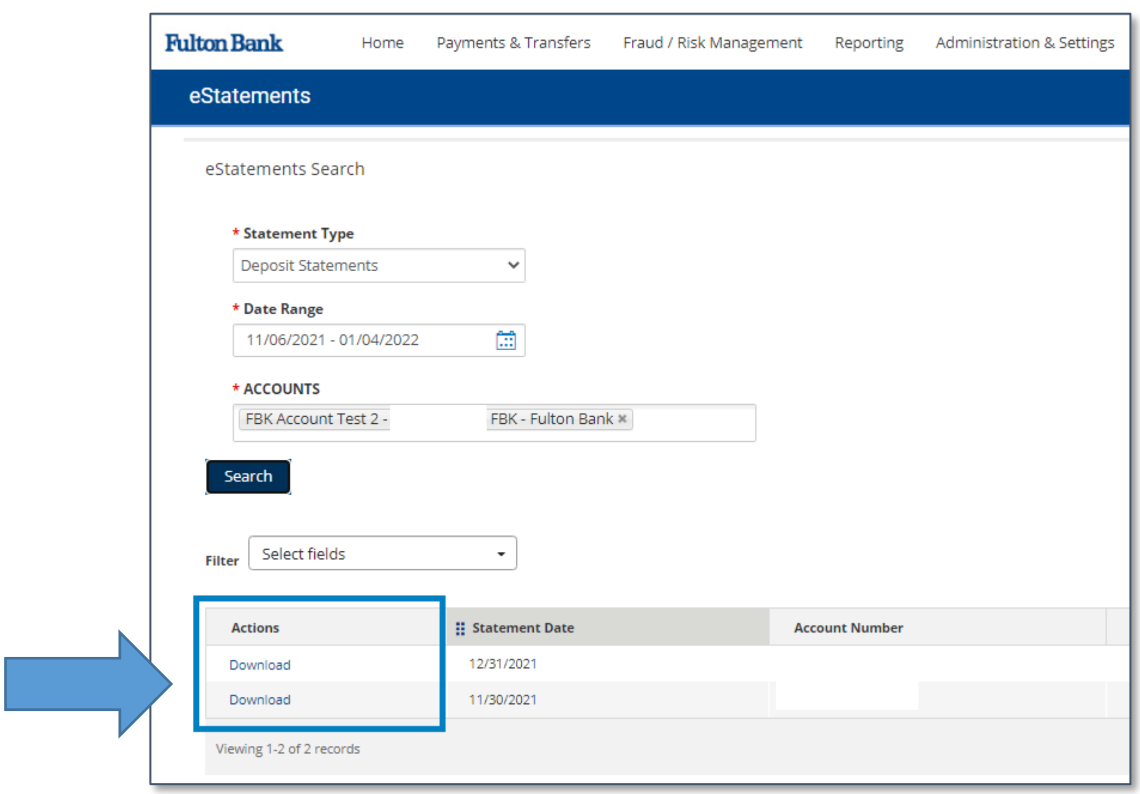


**Fulton Bank** | CASH MANAGEMENT GROUP

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



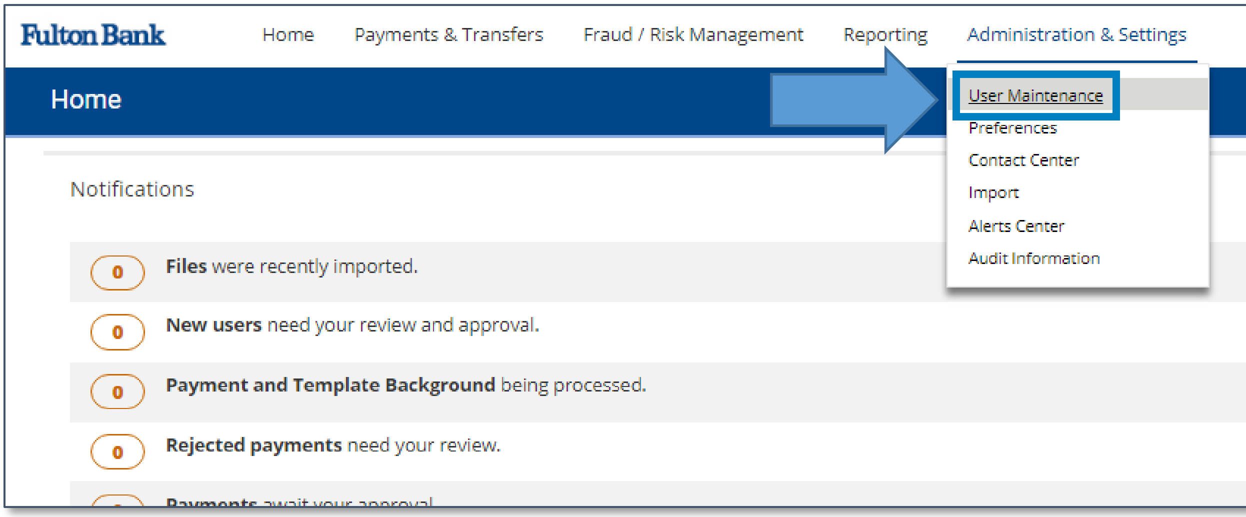

- Click **Search**
- You will be presented with the filter search of your eStatements
- Click **Download** to view each one



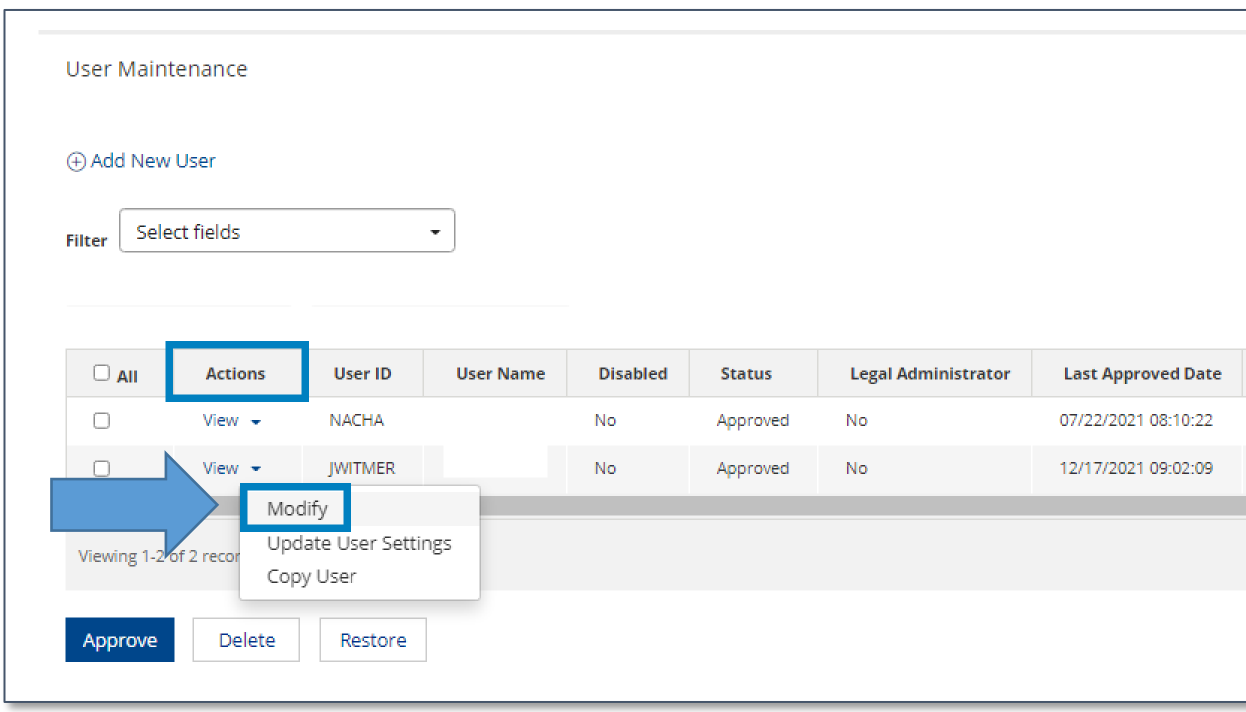
Fulton Bank | CASH MANAGEMENT GROUP

# Entitling eStatments to a BOSS user

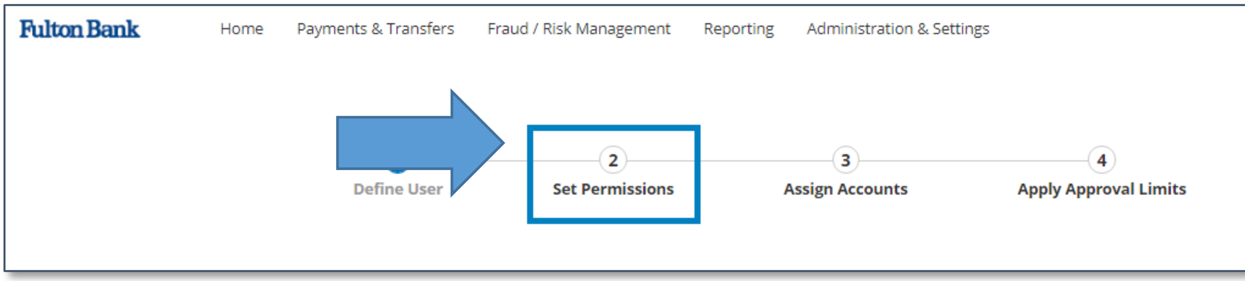
- Log into BOSS Online Banking
- Click on **Administration & Settings**
- Choose **User Maintenance** from the drop-down menu



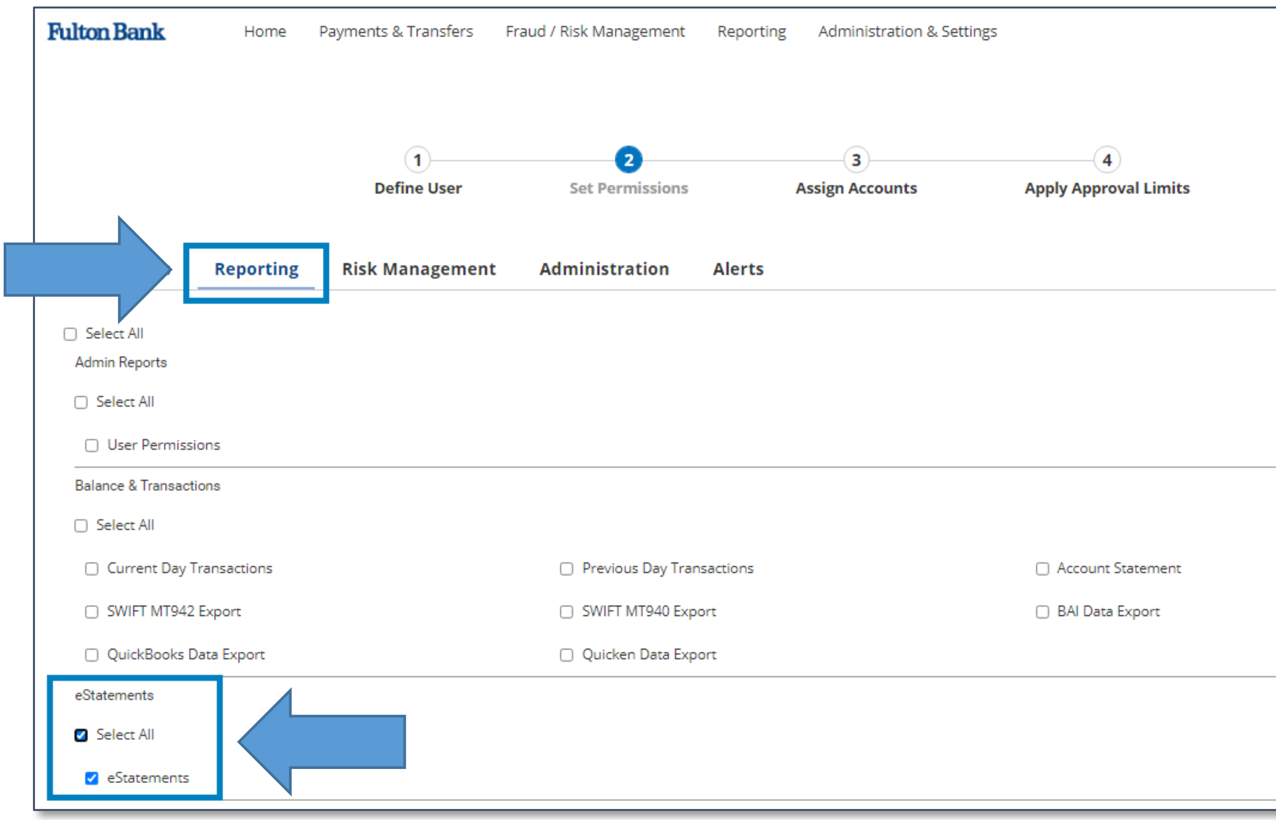

- Next to the user you would like to update, select **Modify** under the **Actions** column



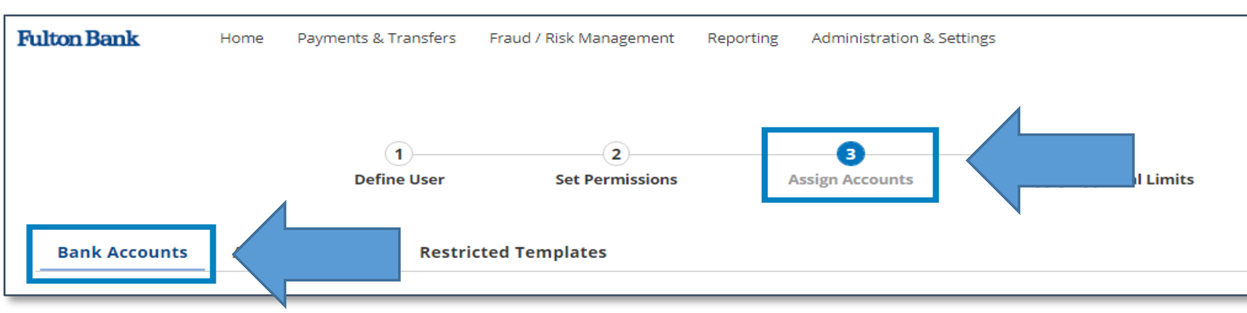
- Select **Set Permissions**



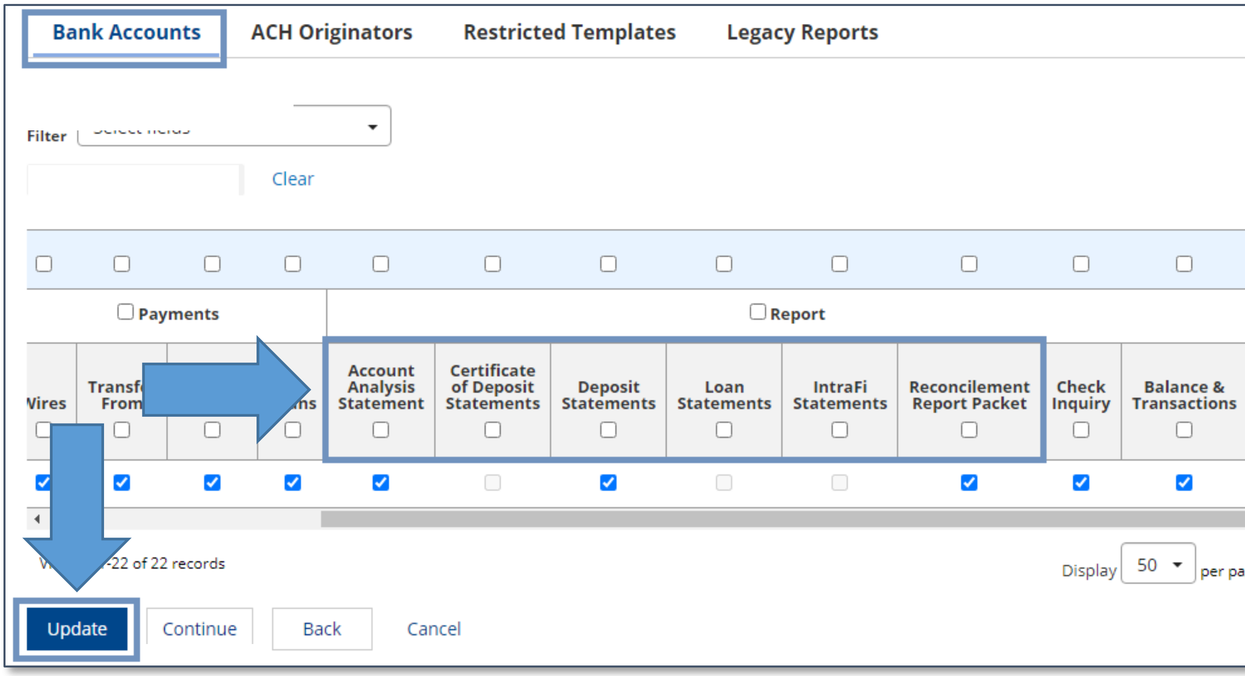

- Select **Reporting** and check the box next to **eStatements**




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



Fulton Bank | CASH MANAGEMENT GROUP




- 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 Reconcilement 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.**