

How to setup & access your online statements



A helpful step-by-step guide

How to setup your online statements'

There are just 5 quick steps to switch your statement preference from paper to online.

1 Log in to Internet Banking²

You're already setup for Internet Banking².

Click the '**Internet Banking**^{2'} button at the top right hand corner of the website and log in with your Member Number and Password.



To activate Internet Banking² you will need a Password. If you've forgotten your Password, you can **click here** to reset it.



If you need help to get started with Internet Banking², contact us on **1800 864 864** and press *Option 4* then *Option 2*.

2 Select 'Account Activity'

The 'Account Activity' menu appears at the top of the screen.

Settings	B
Intere	est su

3 Select '**Communication preferences**' from the 'Account Activity' menu

Select 'Communication preferences' underneath the 'Account Activity' menu.

Scroll down this page until you see the heading '**Communication**'. Then move on to Step 4.

Move Money	Self Service	Account Activity	My Settings B
ew accounts	Мо	nthly statements	Interest su
yroll allocations	Co	mmunication preferences	

4 Choose the statement type and check 'Electronic'

Next to 'All Other Accounts – statements and notices', check the box for 'Electronic'. By checking this box you will receive your statements online through Internet Banking?

Choose your preference for statements and notices		
COMMUNICATION	ELECTRONIC	PAPER
Credit Card - statement and notices		
All Other Accounts - statements and notices		
Shareholder notices		
Please read the important information below before submitting		Submit

Selecting '**Electronic**' for '**All Other Accounts – statements and notices**' covers the statements you receive for all your deposit and loan accounts (like a home loan or car loan). It excludes credit card statements.

If you have a credit card, next to '**Credit Card – statement and notices**', check the box for '**Electronic**'.

Choose your preference for statements and notices		
COMMUNICATION	ELECTRONIC	PAPER
Credit Card - statement and notices	✓	
All Other Accounts - statements and notices		
Shareholder notices		
Please read the important information below before submitting		Submit

If you want to receive Shareholder Notices online as well, tick the '**Electronic**' box against '**Shareholder Notices**'.

Choose your preference for statements and notices		
COMMUNICATION	ELECTRONIC	PAPER
Credit Card - statement and notices	<	
All Other Accounts - statements and notices		
Shareholder notices		
Please read the important information below before submitting	•	Submit

Your screen should now have all the '**Electronic**' boxes ticked.

5 Click 'Submit'

Read the important information at the bottom of the page, then click 'Submit'.

Choose your preference for statements and notices		
COMMUNICATION	ELECTRONIC	PAPER
Credit Card - statement and notices	<	
All Other Accounts - statements and notices	<	
Shareholder notices		
Please read the important information below before submitting		Submit



You're now set up for online statements¹ through Internet Banking!²

In the next section of this guide, we will walk you through the steps to **access, view and download your online statements**!

How to access and download your online statements¹



Log in to Internet Banking² with your Member Number and Password.

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Uni3ank	Surzankabrity Abour Us Contact Apply Help Centre
	Why Join Us Home Loans Accounts Credit Card Personal Loans Insurance Travel Search Q
As the coronavirus continues to challenges. Find out more.	s to impact Australia, we have put in place measures to provide banking services safely, and to help you if you are facing financial.
Money Matters Winter 2020	Honey Matters Uter Edition now waitable. . Cord Mark
Sustanability >	Calculators are facile > Apply for a product >
🖌 News and hel	Inful info
Tax Ins. for university ampling	

2 Click on 'Account Activity'

From the menu at the top of your screen, click 'Account Activity'.

Move Money	Self Service Account	nt Activity	My Settings	B
ew accounts	Monthly statem	nents	Interes	st su
yroll allocations	Communication	n preferences		

3 Click on 'Monthly Statements'

Move Money	Self Service	Account Activity	My Settings B:
ew accounts	Mont	hly statements	Interest su
yroll allocations	Comi 	munication preferences	

A list of your bank statements will appear on screen with the account type.

<u>Document type</u>	Statement date		
Credit card statement	6/22/2020	View	•
Financial statement	5/31/2020	View	•
Credit card statement	5/22/2020	View	•
Financial statement	4/30/2020	View	•
Credit card statement	4/22/2020	View	•

On the screen, there is a choice of financial statements and credit card statements (if you have a credit card).

Financial statements cover the transactions that have occurred for all your deposit and loan accounts.

Credit card statements cover the transactions that you have made with your credit card.

4 Click on 'View'

To access and view a specific statement, click on '**View**' to open the statement on screen.

Statement date	
6/22/2020	View 🔹
5/31/2020	View •
5/22/2020	View 🔹
4/30/2020	View •
4/22/2020	View •
3/31/2020	View -

5 Click 'Save' to download a statement

To download a copy of your statement, select the down arrow to the right of '**View**' and click '**Save**'. This will save the statement as a PDF to your computer.

Statement date	
6/22/2020	View 🔹
5/31/2020	View
5/22/2020	🔁 Save
4/30/2020	View 💌
4/22/2020	View 💌
3/31/2020	View 🔻

Once the document is saved to your computer, you can print it as you would normally print documents.





unibank.com.au/paperless

1 Online statements are referred to aselectronic statements in our terms and conditions. **2** You should consider whether this service is appropriate for you before acquiring it. For additional information on security please refer to our Security Guide for electronic transactions available online. Access is subject to availability and maintenance. We test mobile banking to ensure compatibility with the majority of popular devices used by members but cannot guarantee that it will be compatible with all devices and operating systems. We do not charge you for accessing your accounts using your mobile. Internet data charges and call charges may be incurred through your mobile service provider – check with your Internet Service Provider or mobile phone service provider for more details. A 3G or Wi-Fi connection is needed for the mobile banking and map features. UniBank is a division of Teachers Mutual Bank Limited ABN 30 087 650 459 AFSL/Australian Credit Licence 238981. DB03255-UB-0824-Howto-OnlineBanking