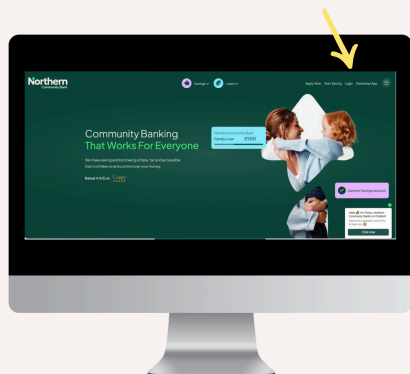


How to download account statements on a computer

In a bid to be greener, we will no longer be posting account statements out as standard*. Instead you can download your own account statements through the online accounts area on the website.



STEP ONE

Visit the Northern Community Bank website and in the top left corner, click on 'login'



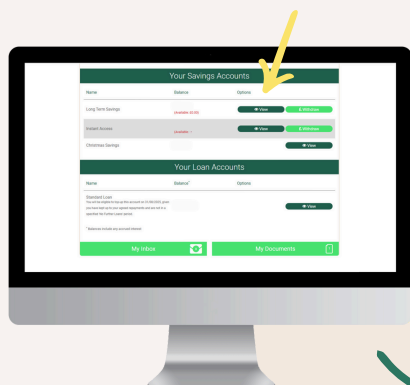
STEP TWO

Login to the online accounts area using your account number and password. If this is the 1st time logging in, you will need to click 'activate account'



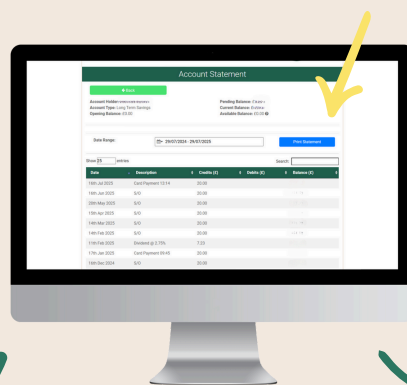
STEP THREE

In the options along the top, click the 'Accounts' tab



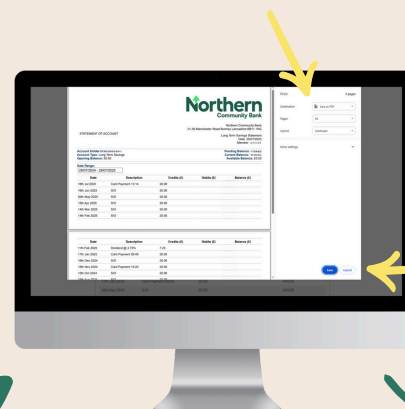
STEP FOUR

Once your account has loaded, click the 'view' button



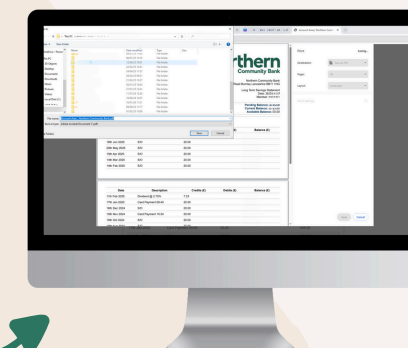
STEP FIVE

Set the date range that you want your statement for, then click 'print statement'



STEP SIX

When the print preview loads, under the 'destination' tab, click the dropdown menu and select 'save as PDF'. Click the save button.



STEP SEVEN

Choose where you want to save your statement to and click 'save'

**Paper statements are available on request. Please phone 01282 691 333 or visit a branch to speak to a member of the team.*