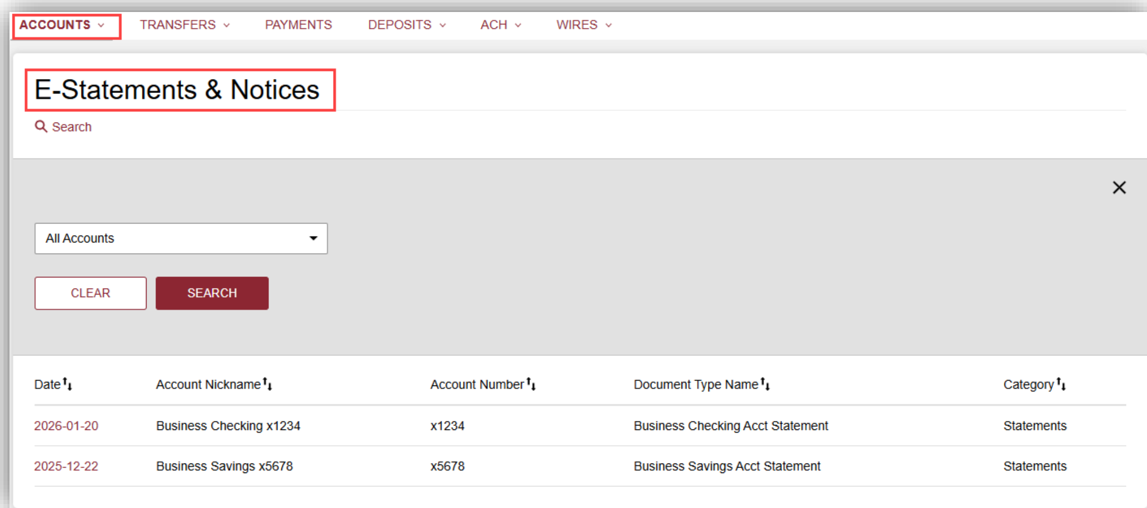
BAC
BAC Community Bank

Digital Banking – Cash Management
Statements and Statement Preferences

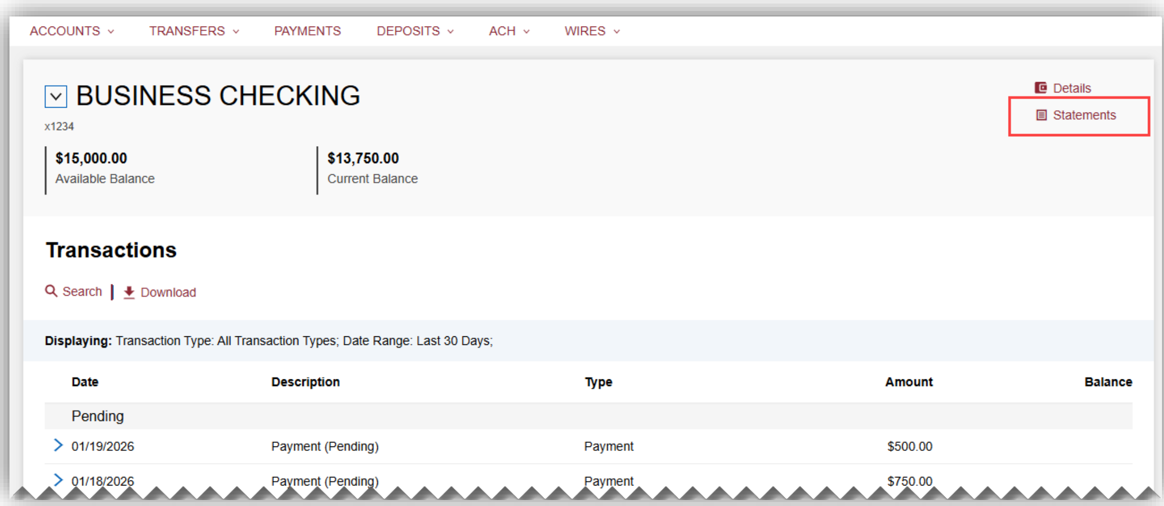
1. Accessing Statements

a. Log in to Digital Banking.
b. Select the “Accounts” tab in the upper left corner.
c. Select “E-Statements & Notices”.



2. Accessing Statements from the Account History View

a. Select an account nickname from the “Account Summary” view.
b. Select the “Statements” link in the upper right corner.



3. E-Statements & Notices Search

a. Select the “All Accounts” drop-down, then select the desired account.
b. Select the “Search” button.
c. Select the “Date” link to access the document in PDF format.

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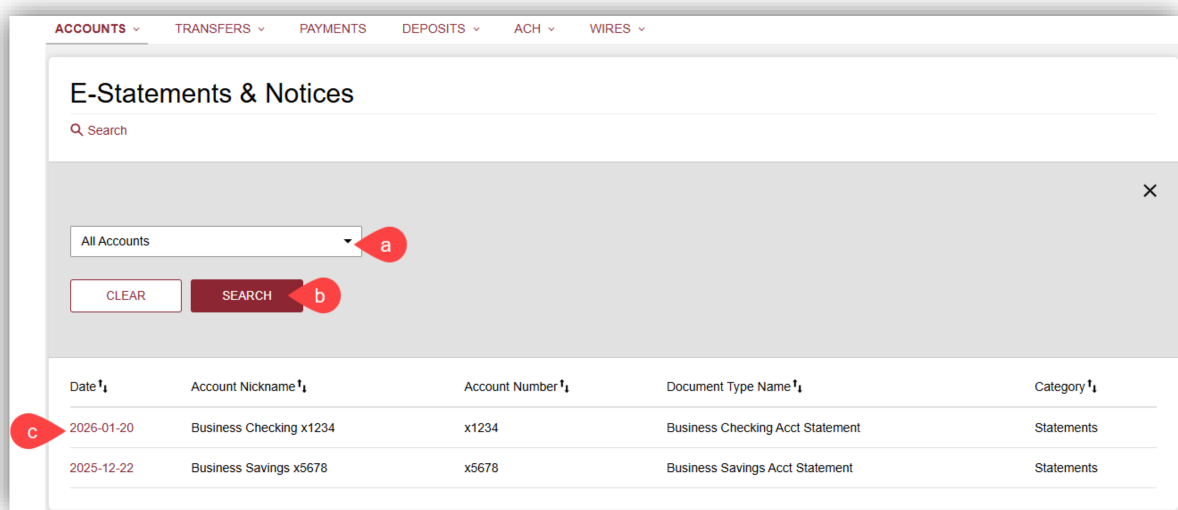
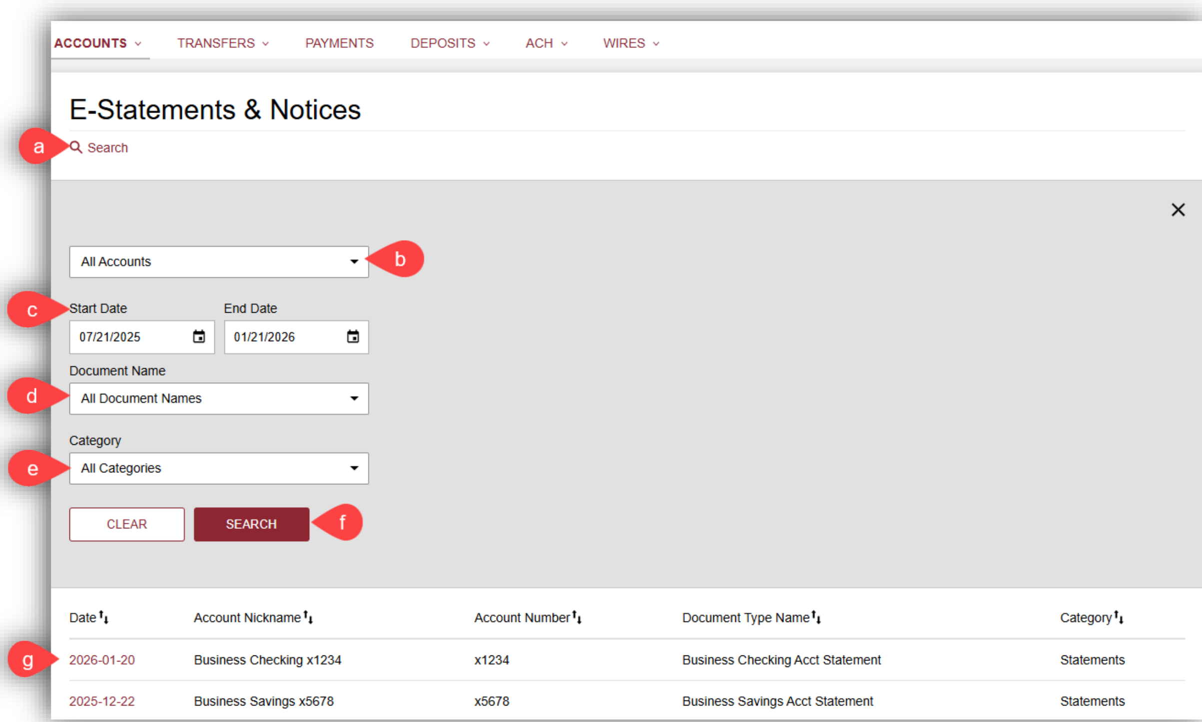


4. E-Statements & Notices Search Link

a. Select the “Search” link in the upper left corner.
b. Select the “All Accounts” drop-down, then select the desired account.
c. Enter the dates in the “Start Date” and “End Date” fields.
d. Select the document type from the “Document Type Name” dropdown.
e. Select the category from the “Category” field.\
f. Select the “Search” button.
g. Select the “Date” link to access the document in PDF format.



Statements and Statement Preferences

5. Setting ePreferences for Statements

a. Select the “Accounts” tab, then select “Statement Preferences”.
b. Identify the appropriate account, then select the “Delivery Option” dropdown.
c. Select the desired delivery option from the list.
d. Select the “Save” button.