## **Customer Portal HowTo**



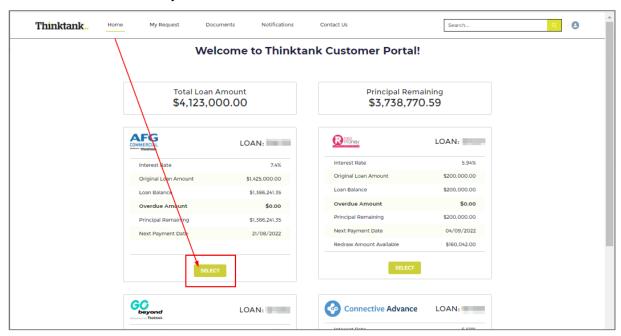
## VIEW AND DOWNLOAD STATEMENTS

Your regular statements are issued every six months (half yearly). You can view and download these from Customer Portal.

**NOTE**: For an out-of-cycle statement (an official statement covering the most recent transactions since the last statement), you will need to contact the Loan Support Team to request an Out-of-Cycle statement (fees apply). If you only require a list of transactions (that has no branding, customer details or loan identification), ,you can download from the Transactions tab.

## **Steps for Viewing & Downloading Statements**

1. Select the Loan Account you wish to view.



2. Click on the Statements tab. Each listing is a hyperlink you can click to open in a new screen



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3. You can review, save or print the PDF that appears:

