

# Selecting eDocuments for View or Download

1 Select the Account(s), Document Type and Date Range.

The **Account(s)** drop-down displays the accounts in alpha/numeric order by account number or nickname.

**Account(s)**

Checking

- All
- Checking
- Checking 2018
- Checking 3000
- Concentration
- Distribution
- Franchise Operations
- Northern Operations
- Payroll
- Western Operations

**Document Type** includes All, Statement, Notice and Tax.

**Document Type**

- All
- All
- Statement
- Notice
- Tax

The default **Date Range Settings** is Most Recent, with other set ranges available. Selecting Date Range opens a calendar selection tool.

**Date Range**

- Most Recent
- Most Recent
- Current Month
- Prior Month
- Prior 3 Months
- Prior 6 Months
- Prior Calendar Year
- Date Range

2 Click **Filter** to display a list of documents to view or download.



3 The documents will then appear to either view or download.

**RCB BANK** P.O. Box 189  
Claremore, OK 74018-0189  
855.226.5722  
RCBbank.bank

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**E-Statements**

Account(s) Document Type Date Range Filter

Operating 6889 All Most Recent

Account	Date	Type	Description	Download
Operating 6889	07/31/2023	Statement	<a href="#">eStatements July 2023</a>	<a href="#">Download</a>
Operating 6889	06/29/2023	Notice	<a href="#">Outstate Wire Transfer Notice June 2023</a>	<a href="#">Download</a>

? **Get in touch. 855.226.5722 | RCBbank.bank**