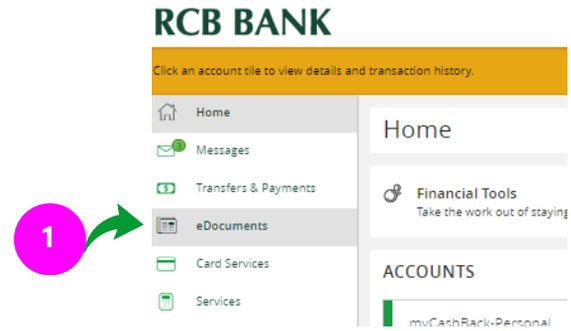
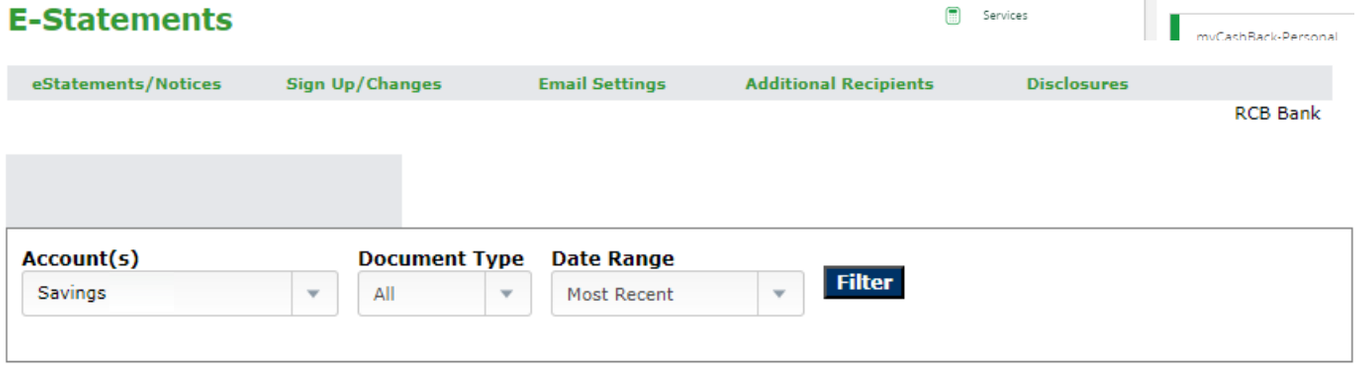
Selecting eDocuments for View or Download

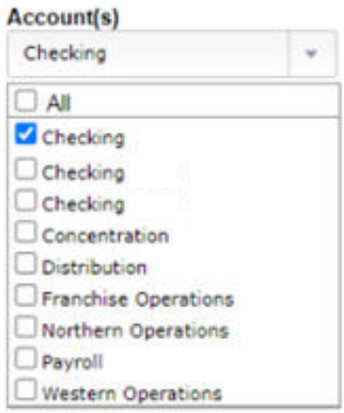
1 Click **on the eDocuments Tab.**



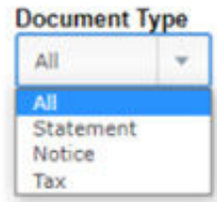
2 Select the Account(s), Document Type and Date Range.



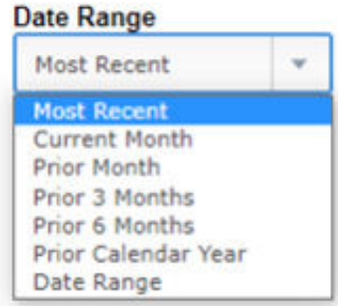
The **Account(s)** drop-down displays the accounts in alpha/numeric order by account number or nickname.



Document Type includes All, Statement, Notice and Tax.



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



3 You must **click Filter** for your selection to display a list of documents to view or download.

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

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