

## **How to download PDF statements**

### **AIB/First Trust**

- Log-in to your AIB/First Trust online banking
- Click on 'Accounts' in the menu bar across the top of the screen
- Select 'My Statements' or 'e-statements' from the drop down box
- Select the account and the month required. NB you will have to do this separately for each month required.
- Click on 'view e statement'
- Statement will open in a separate window
- Repeat above for all accounts and months required

### **HSBC**

- Log -in to your HSBC online banking,
- Click on the 'my banking' subheading on the Account dashboard to reveal options.
- In the 3rd column, click on 'Documents'
- This will open the page for 'my statements' -
- Note: you can choose statements month by month, or by entering start and finish dates.
- Click the 'download' option to save official pdf statements to your computer.

### **Santander**

For official statements:

- Log-in to your Santander online banking
- Click on e-Documents
- Under document search, select the required month's statement and click 'search'
- Select View in PDF beside the account name
- Click 'Go' and save statement to your PC
- Repeat this for each account held and for the months required.

For recent transactions:

- Log-in to your Santander online banking
- Click on your account name
- Click on 'Download Transactions', just above the transaction list
- Select to download to PDF
- Enter required start and finish dates, then 'Download' to save to your computer

## **Halifax**

For Current Accounts:

- Sign in using a desktop browser
- Click 'view statement'
- Click 'Statement options'
- Click 'Monthly PDFs'
- Click on the month you wish to download and 'view pdf'.
- Save to your computer.
- Repeat this for each account held and for the months required.

## **Bank of Ireland (BOI 365 online banking account required):**

- Select Statements from main menu.
- Choose the second tab, 'Statements and documents'.
- Select the account from the drop-down list.
- Choose the eStatement you wish to view. This will open in a new tab or window on your browser.
- In the browser menu, choose print.
- Choose "Print to PDF" or "Save to PDF".
- Click on Save.
- A 'Save As' dialog box will appear. This enables you to choose where on your PC to save your eStatement.

## **Danske**

- Log into eBanking
- Go to 'Home' and to your right you will see 'Important Information'
- Click on 'Unread documents in Electronic mailbox'
- Document list will appear with your entire past bank statements.

## **Ulster Bank**

- Log-in to anytime banking
- Select 'Statements' from the menu
- Click on View, save and print PDF statements
- Select the account and click next
- Select the required statement then click 'view statement'
- Click on 'Download statements (PDF)' and save
- Repeat for three months required and for each account.

## **Credit Cards**

### **Tesco**

- Log-in to your Tesco online banking
- Click on 'Manage Account'
- Select 'Online Statements'
- Select the statement you require and click on 'view monthly statement'
- A new window will open. Select download icon to save to your computer

### **Halifax**

- Log-in to your Halifax online banking
- Click on 'view statement'
- Select PDF statements
- Click on 'Download' beside required statement to save to your computer

### **Barclaycard**

- Log-in to your Barclaycard account
- Select Statements from menu bar
- Click on 'Statements' in sub-menu
- Click on the statement you require
- A new window will open. Select download icon to save to your computer

### **MBNA**

- Log-in to your MBNA account
- Select your account from the cards overview list
- Click on 'Statements'
- Under 'Select a statement' chose the month you require and click 'view'
- Select the option 'view full statement' to download and save to your computer

## **Online Retail accounts**

### **Very**

- Sign-in to your Very account
- Click on 'My Account'
- Select 'Transaction History' from the menu
- Under the transaction history drop-down, select the required statement
- Select 'download'
- A new window will open. Select download icon to save to your computer.