

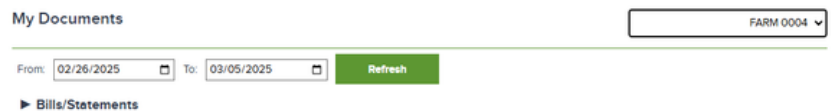
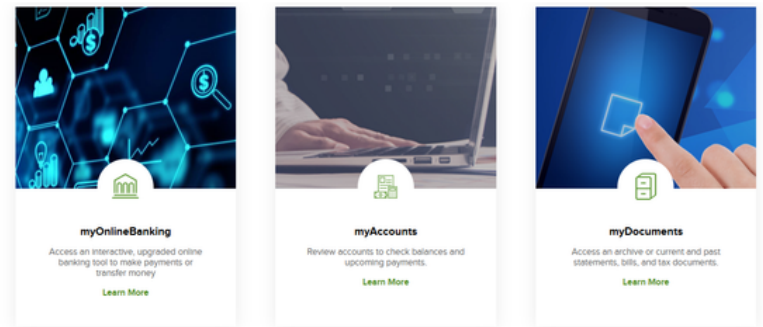


## Bills and Statements are available in two places:

1. Within myFCI under **myDocuments**
2. Within myOnlineBanking under **Statements**

### myDocuments View

1. On the homepage of myFCI, locate and select the **myDocuments** tile.
2. Documents are organized by customer number. Users who have access to multiple customer numbers can switch between them by clicking on the **drop-down menu** in the upper right corner.
3. Change the dates to reveal documents from a specific date range and choose **Refresh**.
4. Here you can find bills, statements, draft image summaries, tax documents, and select crop insurance documents.



### myOnlineBanking View

1. In myOnlineBanking, select the **Statements** menu option.
2. **Select an Account** and **Date** from the dropdown menus.  
**NOTE:** The Date dropdown menu will also include the description of the available document types.
3. Click **View and Print Document** to open, view, or print the document.
4. Click **Download Document** to download the document without opening it.

