

PPP Loan Forgiveness - Supporting Document How to view Check Images and Bank Statements

As part of the PPP loan forgiveness process, it may be beneficial to include account activity which may include copies of checks and bank statements. To find this information within your online banking, please follow the guide below:

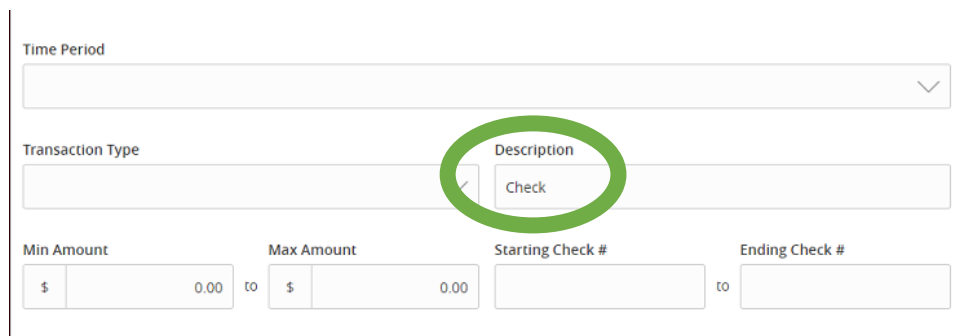
➤ **Check Images**

- Click on the account where your PPP funds were deposited
- Utilize the “Filters” feature (3 lines next to the search button) at the top of the page to find checks within a certain time period

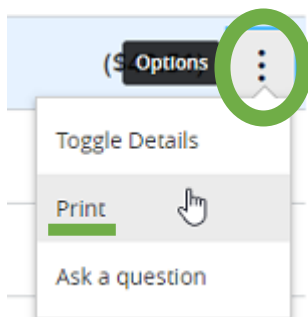
[Transactions](#) [Details](#)



- Enter “check” into the Description



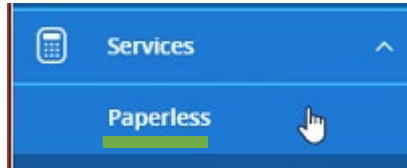
- To print the check image, click on the 3 dots to the right of the transaction. It will bring up 3 options. Click “print.”



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➤ Statements

- Click on Home > Services > Paperless



- If you haven't accepted the paperless statement agreement, press accept.
- Click on "settings" at the top of the Paperless page to select how you want to receive each statement. Options are email, mail, or email AND mail.
- In the right hand corner of the blue box that pops up, you will find a drop down menu to choose between different accounts that you have statements and/ or notices for.
- Once you click on the account you need statements from, there will be an option to save the statement and then you will be able to print it.

If you have further questions, please reach out to your [Treasury Management](#) representative.