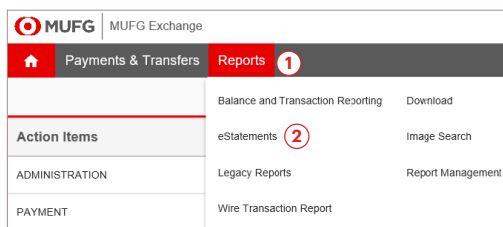# eStatement
Quick Reference Guide

GETTING STARTED

The eStatements Search feature lets you search for specific eStatements based on statement type and date.

Access MUFG Exchange using the following link: https://sso.mufgamericas.com

At the Sign On page enter User ID and passcode.

To Search and Download eStatements

❶ Select the **Reports** tab.

❷ Select **eStatements** from the drop-down menu. The eStatements search screen will display.

❸ Select the Statement Type from the drop-down menu.

❹ Select the **Date Range** by using the calendar icon.

Note: Select a desired range of dates from the list to the left of the calendar or select a Custom Range using the pop-up calendars and click the **Apply** button.

(continued)

5 Select the **Account** from the drop-down menu.

6 Click **Search**. The eStatement Results will display.

eStatements

* Statement Type

Account Statement ⌄

* Date Range

01/01/20XX - 09/29/20XX 📅

* Accounts

All Accounts ✕   ⑤

SEARCH   ⑥

7 Select **Download** under the Actions column or select the check box(s) and click the **Download** button to download multiple statements.

eStatement Result

Filter   Select fields ⌄

☐ All	Actions	Statement Date	Account Number	Client Account Name	⚙
☐	Download ⑦	07/31/20XX	1111111111	General Account	
☐	Download	07/31/20XX	1111111113	Receivables Account	
☐	Download	07/31/20XX	1111111117	Operating Account	
☐	Download	07/31/20XX	1111111118	Payroll Account	
☐	Download	07/31/20XX	2222222222	Receivables Account	
☐	Download	07/31/20XX	3333333333	Vendor Account	

Viewing 1-6 of 6 records   Display 50 ⌄ per page ‹ Page 1 ⌄ of 1 ›

DOWNLOAD