

# eStatement Quick Reference Guide

MUFG EXCHANGE

## GETTING STARTED

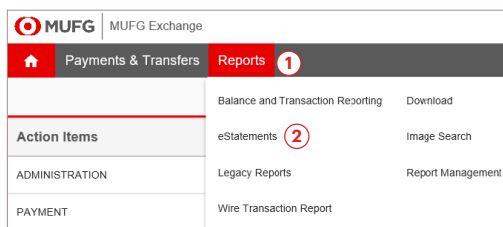
The eStatements Search feature lets you search for specific eStatements based on statement type and date.

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

- 1 Select the **Reports** tab.
- 2 Select **eStatements** from the drop-down menu. The eStatements search screen will display.



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

The screenshot shows the 'eStatements' search form. The 'Statement Type' dropdown menu is open, showing 'Account Statement' selected and marked with a red circle '3'. There are also fields for 'Date Range' (with a calendar icon) and 'Accounts' (with a dropdown menu showing 'All Accounts \*'). A 'SEARCH' button is at the bottom.

- 4 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.

The screenshot shows the 'eStatements' search form with the 'Date Range' calendar open. The 'Statement Type' dropdown is still set to 'Account Statement'. The calendar shows two months: 'Jan 20XX' and 'Sep 20XX'. The 'Date Range' dropdown is open, showing options like 'Last 7 Days', 'Last 30 Days', 'Last 60 Days', 'Last 90 Days', 'Month to Date', 'Quarter to Date', 'Year to Date', 'Prior Day', 'Last Month', and 'Custom Range'. The 'Custom Range' option is selected and marked with a red circle '4'. An 'Apply' button is at the bottom right of the calendar.

(continued)

- 5 Select the **Account** from the drop-down menu.
- 6 Click **Search**. The eStatement Results will display.

### eStatements

**\* Statement Type**

**\* Date Range**

**\* Accounts**  
 5

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:

<input type="checkbox"/> All	Actions	Statement Date	Account Number	Client Account Name
<input type="checkbox"/>	<a href="#">Download</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>	07/31/20XX	1111111111	General Account
<input type="checkbox"/>	<a href="#">Download</a>	07/31/20XX	1111111113	Receivables Account
<input type="checkbox"/>	<a href="#">Download</a>	07/31/20XX	1111111117	Operating Account
<input type="checkbox"/>	<a href="#">Download</a>	07/31/20XX	1111111118	Payroll Account
<input type="checkbox"/>	<a href="#">Download</a>	07/31/20XX	2222222222	Receivables Account
<input type="checkbox"/>	<a href="#">Download</a>	07/31/20XX	3333333333	Vendor Account

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