



First Horizon BusinessConnectSM

eStatements



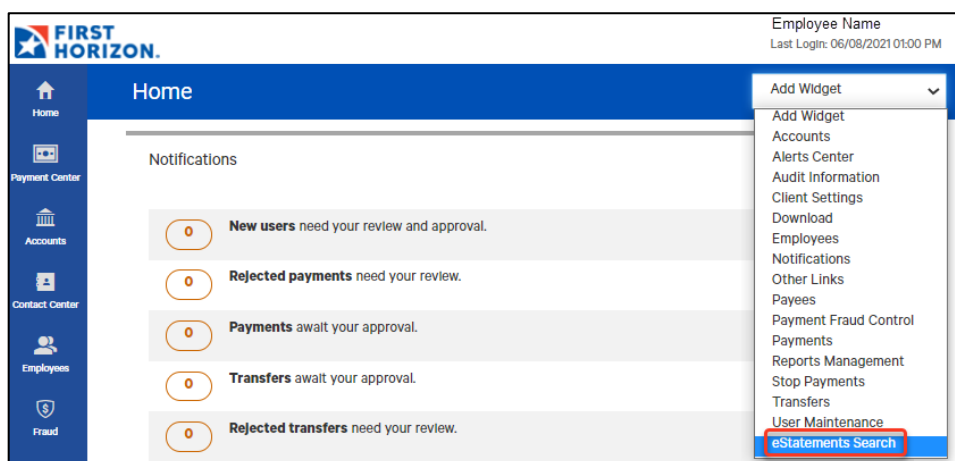


eSTATEMENTS SEARCH

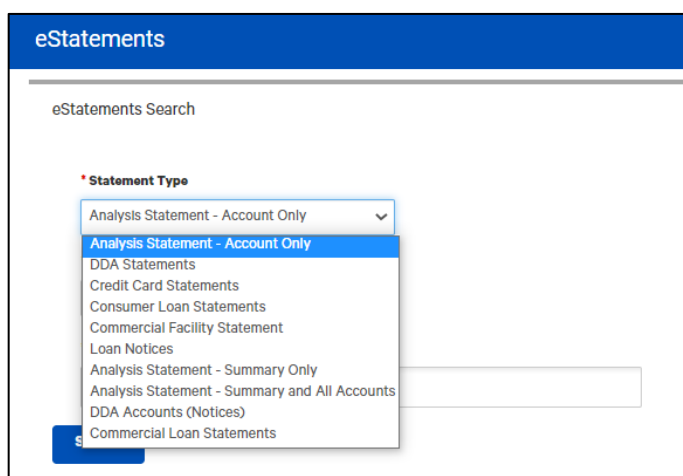
The eStatements Search feature lets you find specific eStatements (online statements) based on statement type and date.

SEARCH AND DOWNLOAD

1. Select the **eStatements Search** widget.



2. From the **Statement Type** drop down, select the appropriate statement type desired.





3. Select the **desired range of dates**: Last 7 Days, Last 30 Days, Last 60 Days, Last 90 Days, Month to date, Quarter to date, Year to date, Prior Day, or Last Month.

You can also select **Custom Range**.

Use the pop-up calendars to select the range of dates, and click **Apply**.

eStatements Search

* **Statement Type**

Analysis Statement - Account Only

* **Date Range**

04/24/2021 - 06/08/2021

Last 7 Days
Last 30 Days
Last 60 Days
Last 90 Days
Month to date
Quarter to date
Year to date
Today
Prior Day
Last Month
Custom Range

Apr 2021

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Jun 2021

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Apply

4. Click the **Accounts** field to populate accounts and select your account in which to view eStatements. You may select more than one account.

eStatements Search

* **Statement Type**

Analysis Statement - Account Only

* **Date Range**

04/24/2021 - 06/08/2021

* **ACCOUNTS**

Account 1 - 123456789 - First Horizon Bank

Account 2 - 987654321 - First Horizon Bank

5. Click **Search**.
6. A list of available statements matching your search criteria will appear. If the statement you are looking does not appear then refine your search criteria and click **Search** again.



7. To view a statement from the list of available statement(s) then click **Download** in the **Actions** column for the statement you want to view.

eStatements Search

Statement Type

Monthly Statement

Date Range

02/01/2020 - 02/06/2020

Accounts

All Accounts *

Search

Filter

Select fields

<input checked="" type="checkbox"/> All	Actions	Statement Date	Account Number	Client Account Name
<input checked="" type="checkbox"/>	Download	12/31/2020	1010334513	CLNTACCNAMES13
<input checked="" type="checkbox"/>	Download	12/31/2020	1010334514	CLNTACCNAMES14
<input checked="" type="checkbox"/>	Download	12/31/2020	1010334517	CLNTACCNAMES17 &
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334-508	CLNTACCNAMES08
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334-509	CLNTACCNAMES09
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334455	1122334455
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334458	1122334458
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334500	CLNTACCNAMES00
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334501	CLNTACCNAMES01
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334502	CLNTACCNAMES02

Viewing 1-50 of 290 records

Display 50 per page Page 1 of 6



DOWNLOADING MULTIPLE eSTATEMENTS

You may **download multiple eStatements** at one time.

1. Check the checkboxes to the right of the **Actions** column OR check the **All** box to download all listed eStatements.

eStatements Search

* Statement Type
Monthly Statement

* Date Range
02/01/2020 - 02/06/2020

* Accounts
All Accounts X

Search

Filter Select fields

<input checked="" type="checkbox"/> All	Actions	Statement Date	Account Number	Client Account Name
<input checked="" type="checkbox"/>	Download	12/31/2020	1010334513	CLNTACCNAMES13
<input checked="" type="checkbox"/>	Download	12/31/2020	1010334514	CLNTACCNAMES14
<input checked="" type="checkbox"/>	Download	12/31/2020	1010334517	CLNTACCNAMES17 &
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334508	CLNTACCNAMES08
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334509	CLNTACCNAMES09
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334455	1122334455
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334458	1122334458
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334500	CLNTACCNAMES00
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334501	CLNTACCNAMES01
<input checked="" type="checkbox"/>	Download	12/31/2020	1122334502	CLNTACCNAMES02

Viewing 1-50 of 290 records

Display 50 per page Page 1 of 6

2. Click the **Download** button at the bottom of the list.

<input checked="" type="checkbox"/>	Download	11/30/2020	1010334514	CLNTACCNAMES14
<input checked="" type="checkbox"/>	Download	11/30/2020	1010334514	CLNTACCNAMES14
<input checked="" type="checkbox"/>	Download	11/30/2020	1010334517	CLNTACCNAMES17 &
<input checked="" type="checkbox"/>	Download	11/30/2020	1010334517	CLNTACCNAMES17 &
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334508	CLNTACCNAMES08
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334508	CLNTACCNAMES08
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334509	CLNTACCNAMES09
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334509	CLNTACCNAMES09
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334455	1122334455
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334455	1122334455
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334458	1122334458
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334458	1122334458
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334500	CLNTACCNAMES00
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334500	CLNTACCNAMES00
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334501	CLNTACCNAMES01
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334501	CLNTACCNAMES01
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334502	CLNTACCNAMES02
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334502	CLNTACCNAMES02
<input checked="" type="checkbox"/>	Download	11/30/2020	1122334503	CLNTACCNAMES03

Viewing 1-50 of 290 records

Display 50 per page Page 1 of 6

Download

A success message appears in the eStatements Search widget.

✓ Your download request was successfully submitted as ID 247 and placed in the File Downloads section.



3. When the download is complete, click the **View** drop down in the **Actions** column.
4. Then, click **Download**.
5. Follow the prompts on your computer to open and save the download.

eStatements Search

Statement Type

Analysis Statement - Account Only

Date Range

04/24/2021 - 06/08/2021

ACCOUNTS

Account 1 - 123456789 - First Horizon Bank

Search

Download

Export

06/08/2021 02:20 PM

Filter Select fields

All	Actions	Export Type	File Name	Status	Message	File Size
<input type="checkbox"/>	<div>View</div> <div>Download</div>	CS Basic Export	CSBEXP_06082021_114623.csb	Complete		11354

Viewing 1-1 of 1 records

Display 50 per page Page 1 of 1