

BSP INTERNET BANKING Quick Reference Guide

VIEW, REQUEST, AND DOWNLOAD STATEMENTS



Quick Reference Guide: View, Request and Download Statements



Use this Quick Reference Guide to:

Learn how to view, request, and download a personal statement.

View a Statement

Use this option to view a published statement.

1. **Click View Statement** from the Quick Access Menu featured on the BSP Internet Banking Dashboard
2. Select the desired account from the **Select Account Menu**
3. **Click Proceed** to access the Transaction History Screen

The screenshot displays the BSP Internet Banking Dashboard. At the top, there is a navigation bar with 'Dashboard', 'Trends', and 'Payments' links, along with search, email, and 'Logout' icons. The main content area is divided into several sections:

- My Net worth** (as of 11 Jul 2023): Shows 'I Have' (Current & Savings) and 'I Owe' (Loans). Net worth is -PGK40,805.58. Cash is PGK66.06, and Debt is PGK40,871.64.
- Recent Activity**: Lists transactions for account 2947012023607, including a credit of PGK1.00 on 07 Jul 2023 and two debits of PGK50.00 on 08 May 2023.
- My Accounts**: Lists 'Current & Savings' (PGK66.06), 'Term Deposits' (PGK0.00), and 'Loans and Finances' (PGK40,871.64).
- Payments**: Includes icons for 'Transfer Money', 'Pay Bills', 'Favorites', 'Manage payees & Billers', 'Fund Transfer History', and 'View Repeat Transfers'.
- Upcoming Payments**: Lists payments for 19 Jul 2023 to BSP FINANCE (PNG) LTD (PGK284.22) and BEGUSA TRAVEL PLANNERS (PGK253.00).

A 'Quick Access' menu is located at the bottom left, featuring a 'View Statement' icon. A red box and callout '1' highlight this icon. A 'Select Account' modal is open, showing a list of accounts. The account number '2021004264634' is selected, highlighted with a red box and callout '2'. The 'Proceed' button is highlighted with a red box and callout '3'.

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Use the Pre-Generated Statement option to view and download all published statements from the Transaction History screen

The screenshot shows the BSP Transaction History interface. A modal window titled "Pre-Generated Statement" is open, allowing users to select a period for downloading statements. The dialog includes a "Year" dropdown set to 2023 and a "Month" dropdown set to Apr. A "Search" button is visible. Below the selection fields is a table of statements with columns for Statement Number, From, To, and Download. The "Download" column contains "pdf" links. A "Pre-Generated Statement" option is highlighted in the left sidebar.

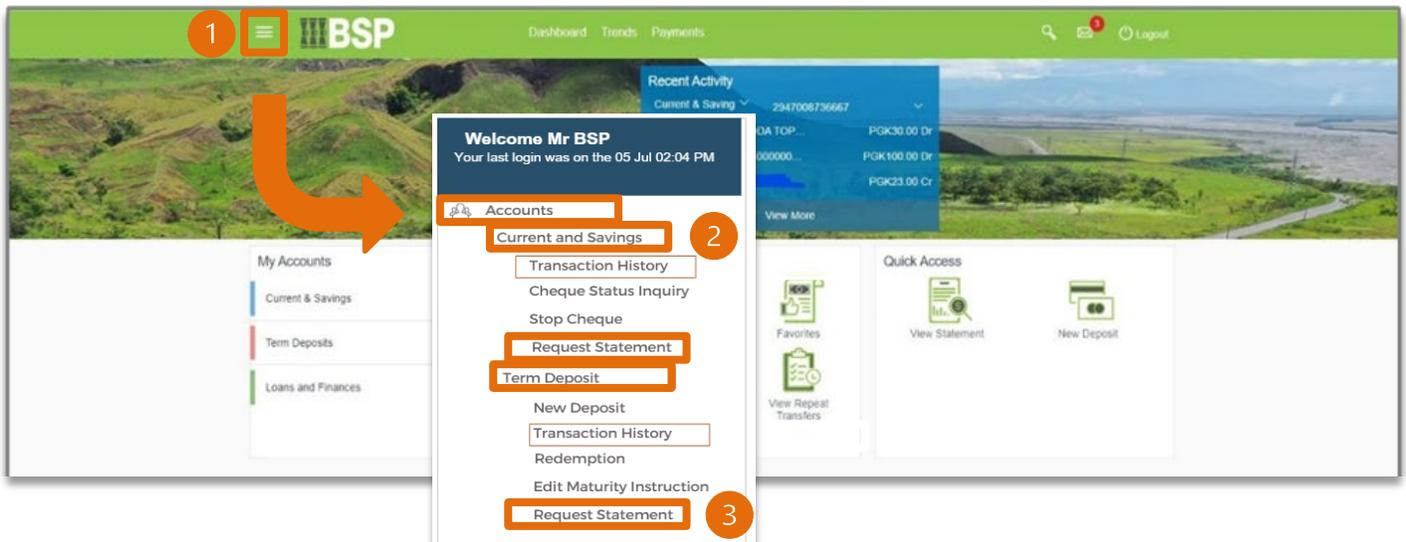
Statement Number	From	To	Download
294MSOG2311400LQ	01 Apr 2023	30 Apr 2023	pdf
294MSOG2311001XL	03 Apr 2023	20 Apr 2023	pdf
294MSOG2311001XJ	20 Apr 2023	20 Apr 2023	pdf
294MSOG23110015P	01 Apr 2023	17 Apr 2023	pdf
294MSOG2310300JM	13 Apr 2023	13 Apr 2023	pdf

1. Select Pre-Generated Statement
2. Select a **year and month to download a published** statement
3. Click on **Search** to view the statements within the selected year and month
4. **Click PDF** to download the statement to your computer

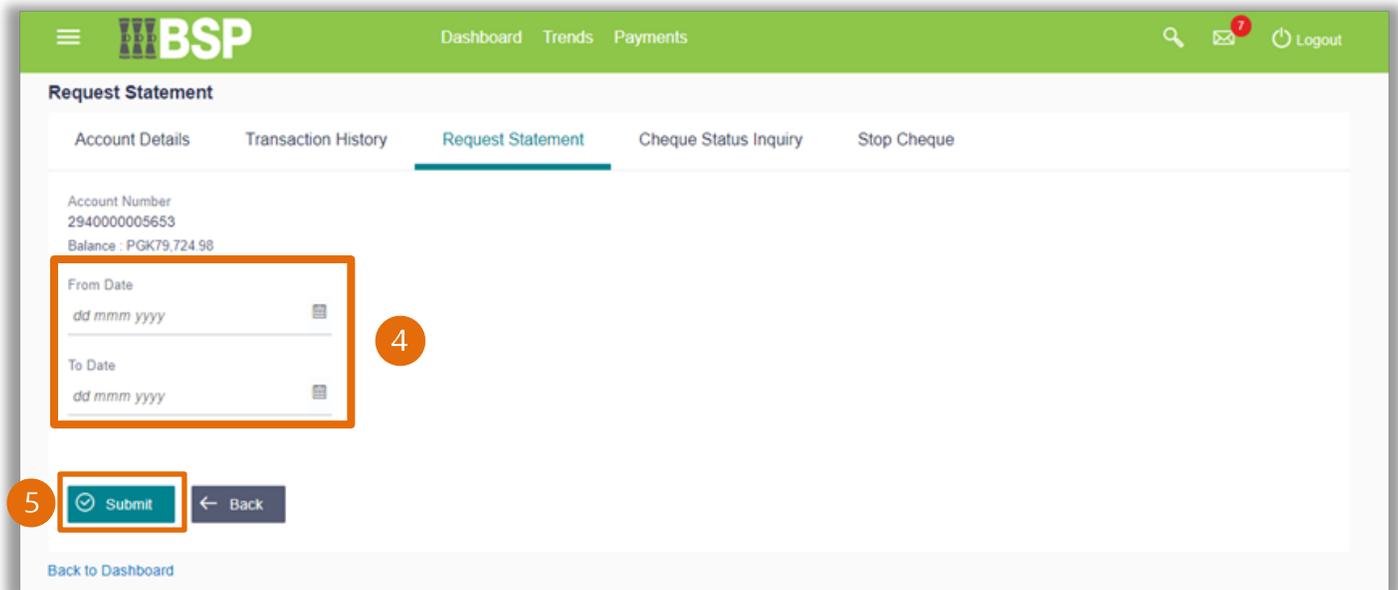
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Request a Statement

Use this option to request a statement using a particular date range

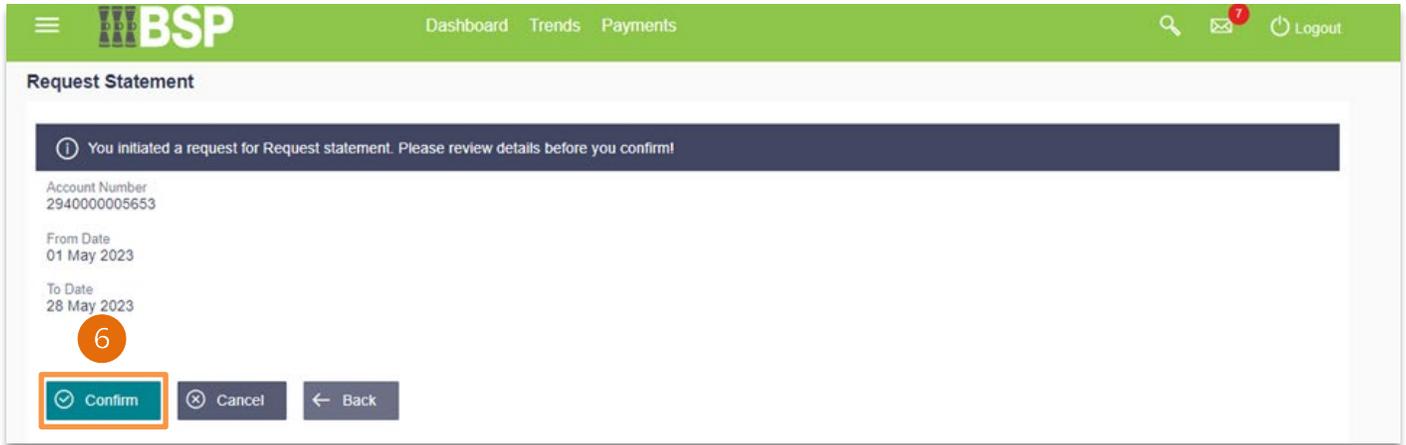


1. Click on the three bars in the top left-hand corner to expand the toggle menu
2. Select **Current and Savings** or **Term Deposit**
3. Select **Request Statement**



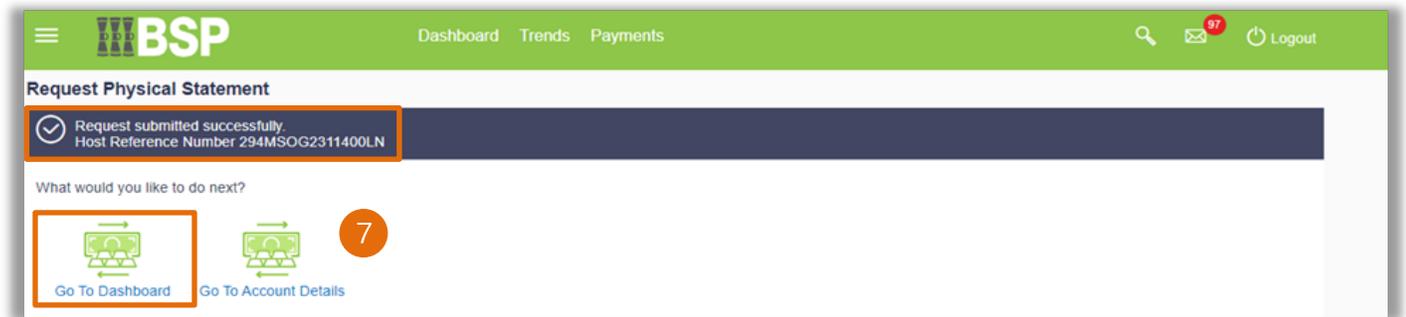
4. Enter a date range in the 'From' and 'To' fields using the format *dd mmm yyyy*, e.g. 01 May 2023 from the Request Statement screen
5. Click Submit

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6. Click **Confirm** to request the date-specific statement

The confirmation screen will display the **Host Reference Number** (statement number), which can be used to identify and download the statement using the **Pre-Generated Statement** option



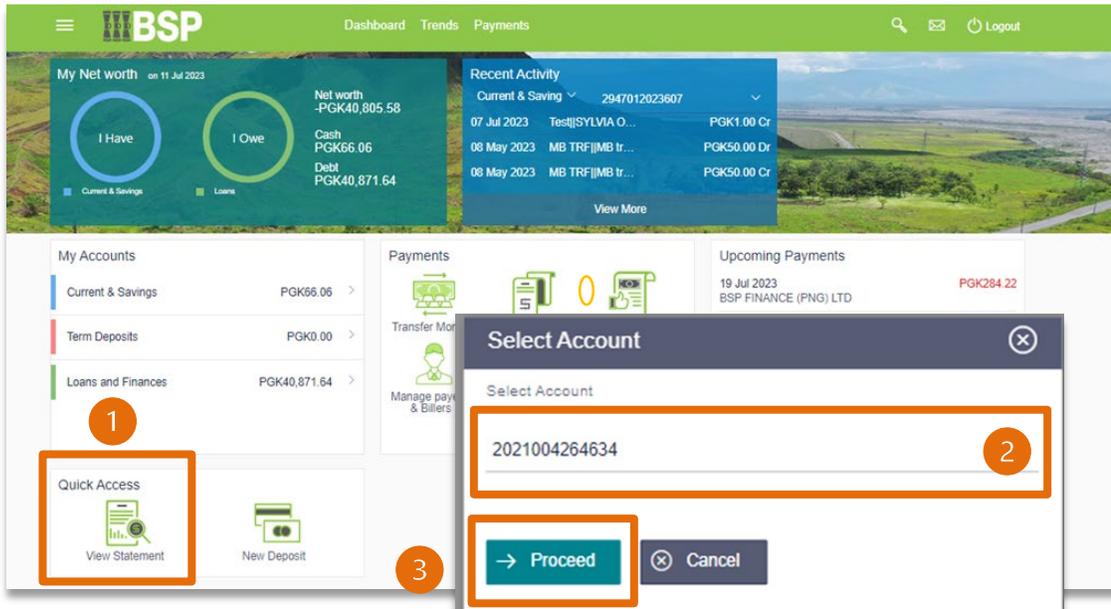
7. Select **Go To Dashboard** to access the Pre Generated Statement Screen to download the date specific statement from the Transaction History Screen

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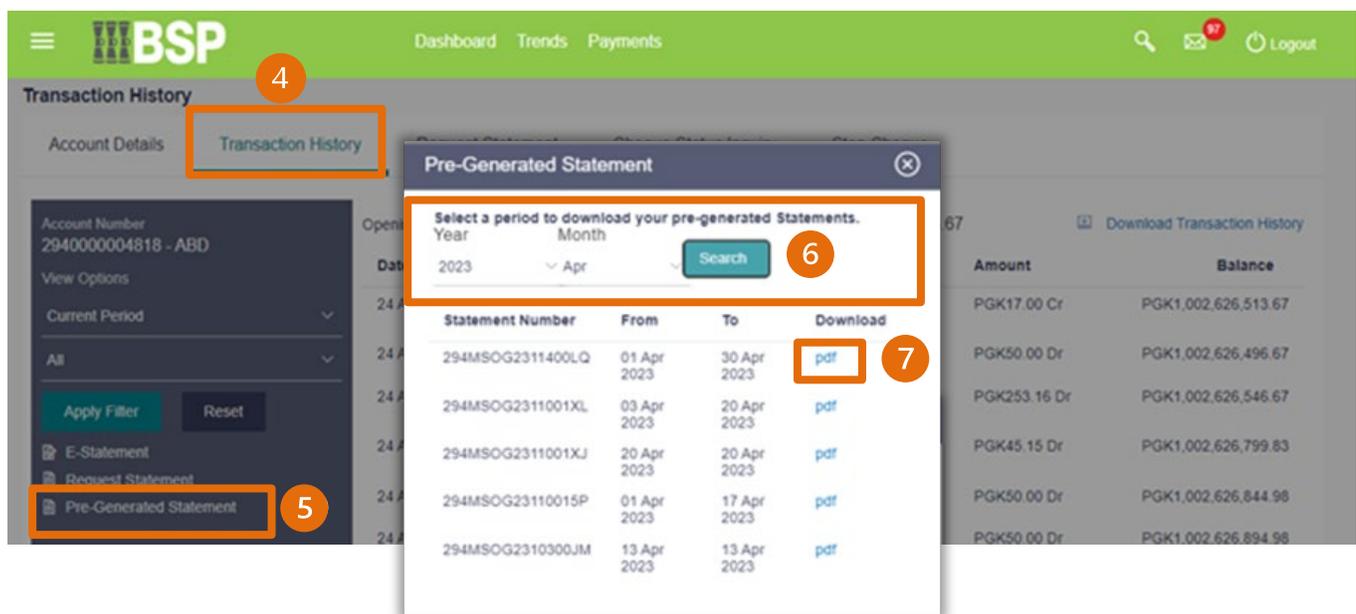
Download a Pre-Generated Statement

Use this option to download the date-specific statement requested.

1. **Click View Statement** from the Quick Access Menu from the BSP Internet Banking Dashboard
2. Select the desired account from the **Select Account Menu**
3. **Click Proceed** to access the Transaction History Screen



4. Select **Transaction History**
5. **Click on** Pre-Generated Statement
6. Select the **Year and Month of the requested statement**, and then click on **Search**
7. Identify the statement requested click on the **PDF link** to download



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Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 320 1212 or 7030 1212

Email: servicebsp@bsp.com.pg

Disclaimer

The accounts used in this guide are fictitious and contain non-customer data.

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