Guidance to download e-statement from HSBCnet

- 1. Login to HSBCnet
- 2. From Menu, choose Accounts and Account Information
- 3. Click the account number
- 4. Click "Statement" tab
- 5. Monthly statement will be shown, click "Download" and save the PDF file

Please ensure that your System Administration already grant user permission for e-statement.

Below the guidance for modify user permission for e-statement (for System Administrators)

1. Select **User management** link under the User and account management section in main menu

×	Menu	Account information	Create payment or transfer	Reports and files download	File upload	User management	
Accou	unts		ACCOUNTS	USERS		SECL	IRITY DEVICES
Payme	ents and	transfers	Account management	Create new u	iser	Mana	age security devices
				User authoris	ation summary		
User a	and accou	unt management		User manage	ement	REPO	RTING
				View user IP	address restrictions	Activi	ity log
Net Pl						Admi	nistration reports
Self-se	ervice and	d support					

2. Next, from the list on page, locate and choose the user whose permissions you're wish to modify. Choose **view permissions** to proceed.

ι	Jsers												Signature g	roups and lim	its	+ Create new ι	user
	Filter			*												Export	C
	Tasks		•	Name	•	Userna	ime	•	Location	•	Company name	•	User type	•	Status		•
						4			Indonesia				System Admin		Active		
				SYAFI	, ANY	43!	A		Indonesia		HBID		System Admin		Active		
				I.		4			Indonesia				System Admin		Active		
				I	S	з			Indonesia				System Admin		Active		
				(4			Indonesia				System Admin		Active		
				,	I.	4			Indonesia				System Admin		Active		
																1	
	Delete	Suspend	Read	ctivate										View	permissions	View user det	ails

- 3. The permissions tab displays a list of existing services that your company has subscribed to in the left pane, with the user's permission details for a selected service in the right pane. In the left pane, expand a service category link by selecting the expand / collapse arrow besides it to view a list of sub services.
- 4. Begin by choosing Accounts and Liquidity Account Information in the left pane, and then selecting Edit permissions.

Search for services	9	Please select the service you want to view or edit. To copy permissions from a different user to this user, please select 'Edit permissions'. To copy this user's set of nermissions and apply them to different users, please select 'Copy this user's participant'.
All services	Expand Collapse	עספו א ספר טו אפורוונסאוטווא מוע מאואין עופורו נט עווופרפרוג עספוא, אפמסט אפופטר לטאין עווא עספו א אפורוונסאוטווא .
Accounts and liquidity	^ ^	
Account information		
Image retrieval		
Term deposit		
Online banking configuration	~ ~	
Term deposit Online banking configuration	~ ~	

- 5. You are required to re-authenticate yourself using your security device. Complete the on screens instruction, then chose **continue**.
- 6. Tick Balance and Statements for the accounts entitled to user. Then **Submit for authorization**.

Search for services	9	Account information		
All services	Expand Collapse	Configure by: Individual accounts	All Accounts	
Accounts and liquidity	~ ^	Filter V		Select all <u>Clear all</u> Guide (1
Account information Image retrieval		Account	Balance	Balance and statement
Term deposit		Select column	\checkmark	
Online banking configuration	~	Indonesia HBAP		
Payments	~ ~	0/)01 HSBCNET JT		
		001002 HSBCNET [Image: A start of the start of	
		001007		

7. Second System Administrator log on and select Task, and Authorize the pending permissions.



8. You are required to re-authenticate yourself using your security device. Complete the on screens instruction, then chose **continue**.