# 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

<u>Please ensure that your System Administration already grant user permission for e-statement.</u>

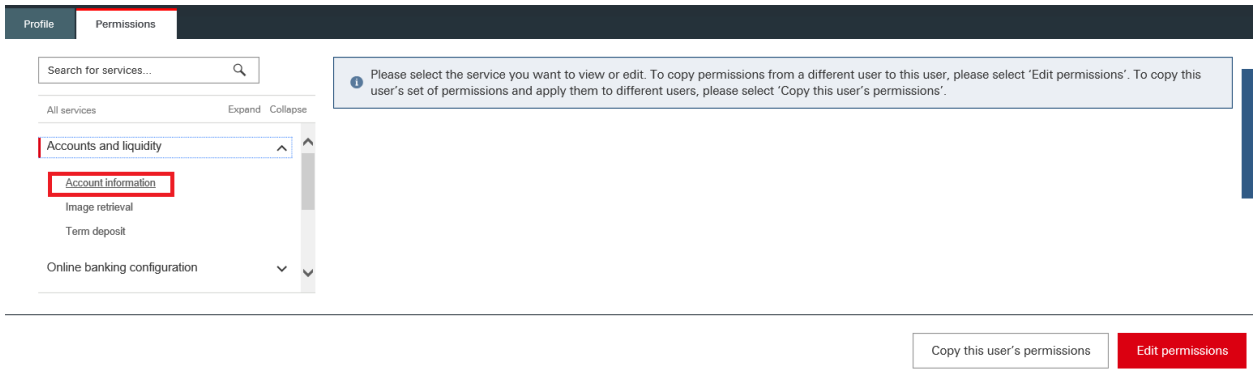Below the guidance for modify user permission for e-statement (for System Administrators)

1. Select **User management** link under the User and account management section in main menu
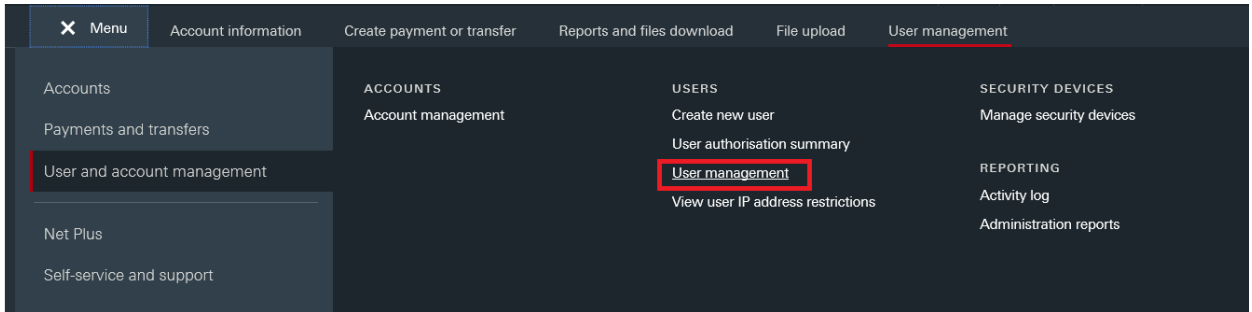
2. Next, from the list on page, locate and choose the user whose permissions you're wish to modify. Choose **view permissions** to proceed.
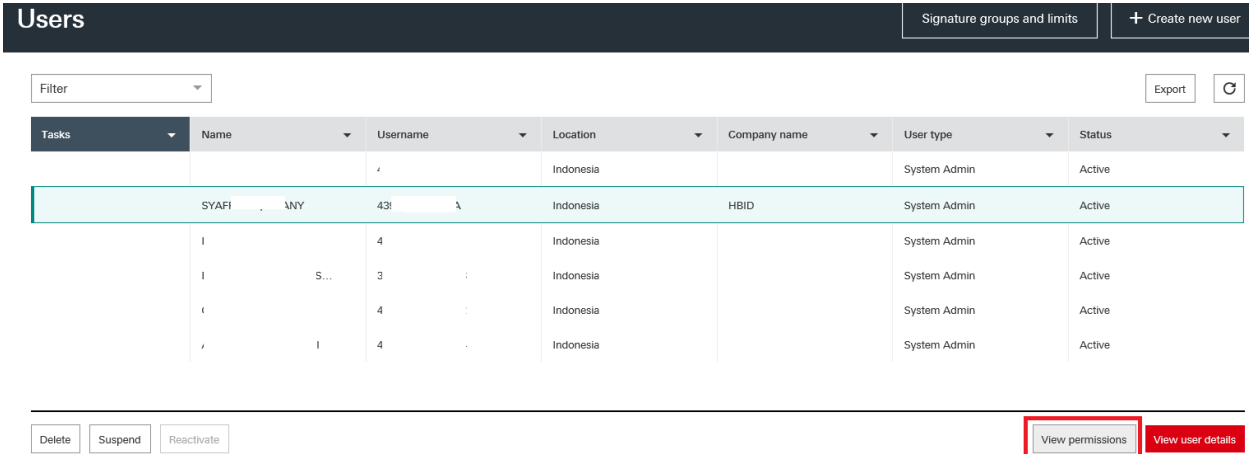

3. The permissions tab displays a list of existing services that your company has subscribed to in the left pane, with the user's permission details for a selected service in the right pane. In the left pane, expand a service category link by selecting the expand / collapse arrow besides it to view a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

4. Begin by choosing **Accounts and Liquidity – Account Information** in the left pane, and then selecting **Edit permissions**.

Profile | Permissions

Search for services... 🔍

All services   Expand Collapse

Accounts and liquidity ⌃

    Account information
    Image retrieval
    Term deposit

Online banking configuration ⌄

ℹ️ 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 permissions and apply them to different users, please select 'Copy this user's permissions'.

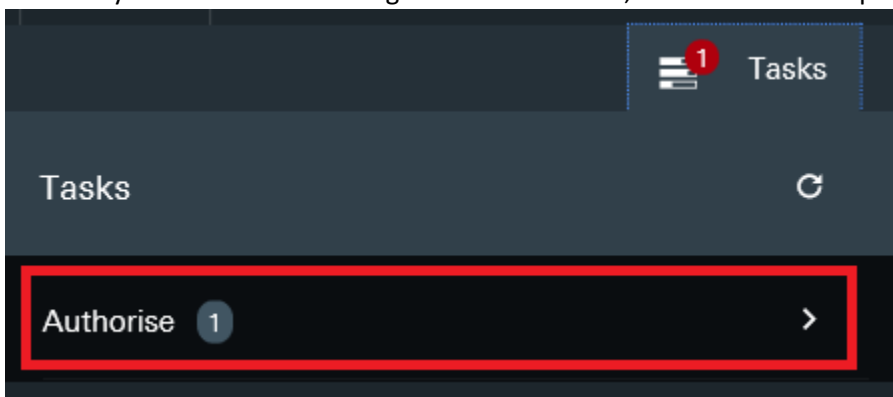[Copy this user's permissions]   [Edit permissions]

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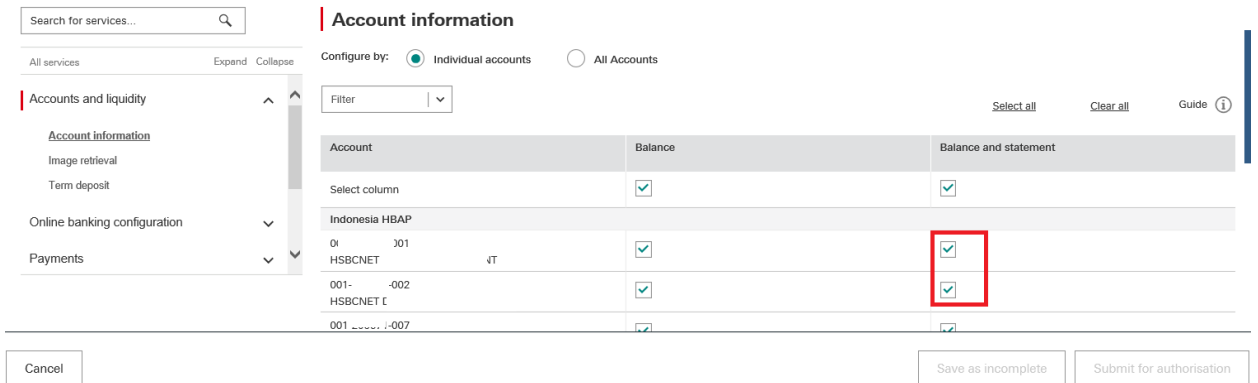
7. Second System Administrator log on and select Task, and Authorize the pending permissions.

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