

## Account Analysis Statement Access

Account Analysis customers may access their Account Analysis statements using the following steps:

- 1. From within your Business Online profile, click on your name, on the drop down select Service Center, then select eNotices.
- 2. Place check mark on View Non-Account Documents box, in order to select Account Analysis Statements in Document Group field.
- 3. In the Document Group Dropdown: Select Account Analysis Statements (XAA).
- 4. Click Search

The screen will refresh with your recent Account Analysis (XAA) Statement.

- 5. Click on the title, "Document Title" to change the statement order by date.
- 6. Click on the desired statement to view a PDF of your XAA statement.

