With Chase Commercial Online, you can quickly and easily view statements, check images and deposit slip images online.¹

**View Statements**

**Step 1**

From the My Accounts page, choose the account for which you want to view a statement and click the “Statements” link.

Note: an exclamation point icon will appear next to the “Statements” link when a new statement is available.

**Step 2a**

If you want to view statements from the current year, simply click “view” next to the statement you want to see. If you want to see a statement from a previous year, click your desired year and then “view” next to the statement you want to see.

Your statement will appear in a new window. You may click the “Print” button to print a copy for your records.
View Statements, cont.

Step 2b

For account analysis statements, scroll down to the “Analysis Statements” section and use the same process as outlined above to locate the statement you want to see.

Your statement will appear in a new window. You may click the “Print” button to print a copy for your records.

Note: You may also access statements through the “See account statements” link on Customer Center.

Order a Statement Copy Online

Step 1

If you would prefer to have paper copies of statements mailed to your address on file, you may make a request from the Statements page.²

To begin your request, click the “order a statement copy online” link.
Step 2

Select the account number for which you would like to receive statements, and then select whether you would like to receive a single statement or multiple statements.

For a single statement, select the month and year of the statement you would like to receive.

For multiple statements, select a date range by entering the month and year of the first statement you want to receive on the “From” line, and then entering the month and year of the last statement you want to receive on the “To” line. Click “Next” to verify that the information you’ve entered is correct.

Step 3

You will receive a message confirming that we have received your request. You should receive your statement(s) within 10 business days.
View Check Images and Deposit Slips

Step 1

From the My Accounts page, click the account for which you want to view images.

Step 2

In the Transactions section of the Account Activity page, select the check or deposit slip for which you want to view an image and click “view.”

Notes:
- Please allow 2 business days after a check clears or a deposit is made for images to become available online.
- If you are enrolled in the Standard Service Plan, you can view images from the last 60 days; if you are enrolled in the Premium or Premium Plus Service Plan, you can view images from the last 120 days.
To view up to 7 years of check images, see “Search for Check Images” later in this guide.
Step 3

You may view the front and back of the item, enlarge the item, or print a copy for your records.
Search for Check Images

Step 1
To view checks from a few months ago to several years ago, select “Search for checks,” located in the Check and Statement Services section on Customer Center.

Step 2
First, select the account number for the check(s) you are requesting. Then, enter a date range for your search. You can also search by check number range and/or amount range. Click “Search” to continue.

Note: If you enter a start date that is on or after 12/18/2008, you will be able to retrieve multiple check images with one search. If you enter a start date prior to 12/18/2008, you can only search for one check image at a time. When searching for a single check, you will be required to provide a check number to complete your search.
Step 3

Review your search results. To see an image of the check, click “See” next to the appropriate check. From this view, you can choose to print the check image, or have a copy of the image faxed or mailed to you.²

To create a PDF document of check images from this page, simply select the box next to the check images you want to include, and click “Create PDF of selected checks.” You will receive a message in your secure message center when your document is ready for download.

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¹ Terms and conditions, including fees and limitations, apply as described in the Chase Commercial Online Access and Services Agreement.

² Additional fees apply. Contact your Commercial Banker or Service Representative for details.