

Guide to downloading BNZ Statements using Online Banking Mobile App & Desktop

- 1. Log into BNZ Online Banking App or at www.BNZ.co.nz
- 2. On the top left hand corner select the menu and then select documents
- 3. Select Statements from the menu
- 4. Select the account you are wanting statements from
- 5. A list of statements will appear, you can then select each date range and the statement will open
- 6. Select the export button at the top right hand on the screen it will give options share the statement
- 7. Select the mail icon and complete usual steps to send an email



Please don't hesitate to contact one of the team if you need a hand or have any questions.