

# mybankStatement

User Documentation – Reviewer's Module

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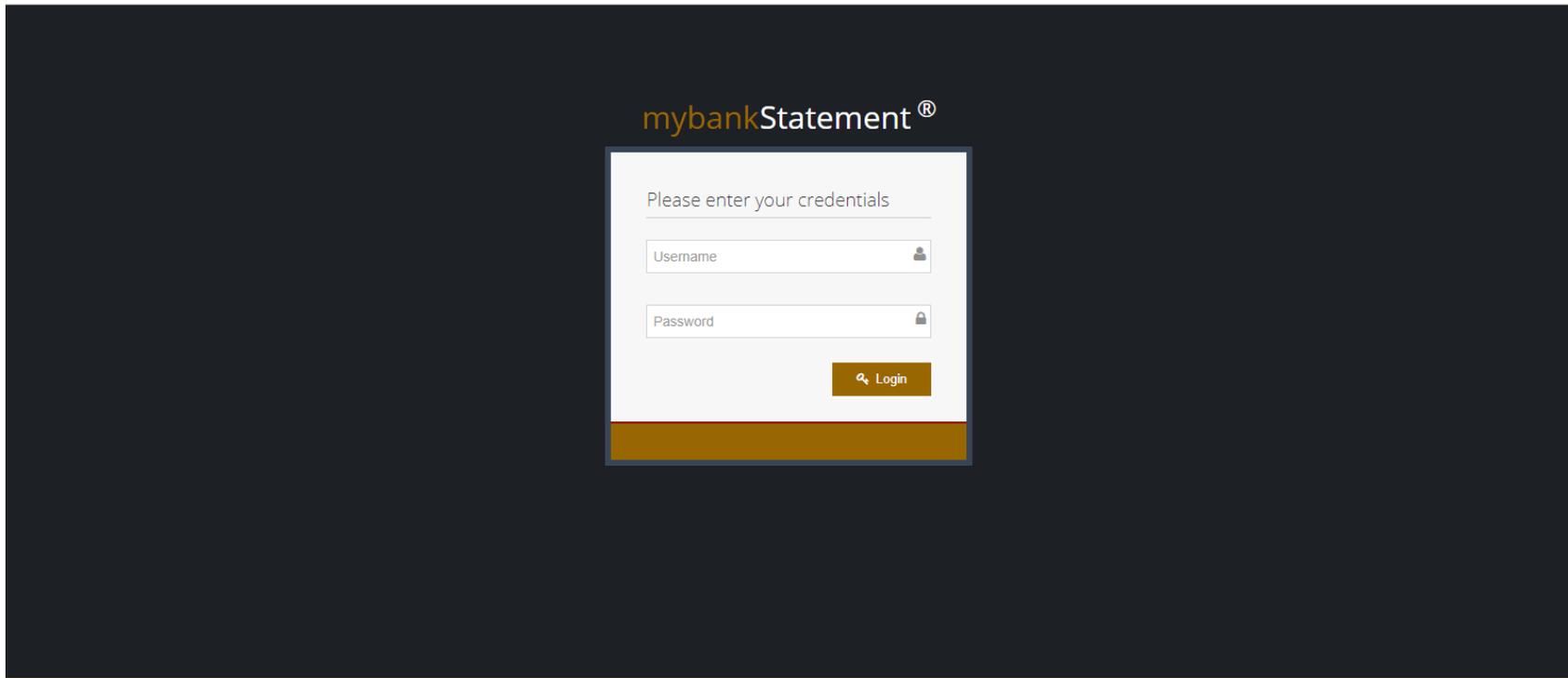
# 1. Introduction

This document contains information on how to use the mybankStatement® portal as a receiving organization.

## 2. Login

To access the software, kindly visit <https://mybankstatement-nibss.net>. Ensure you have received the system generated sign up email containing username (email address) and default password and have changed your password.

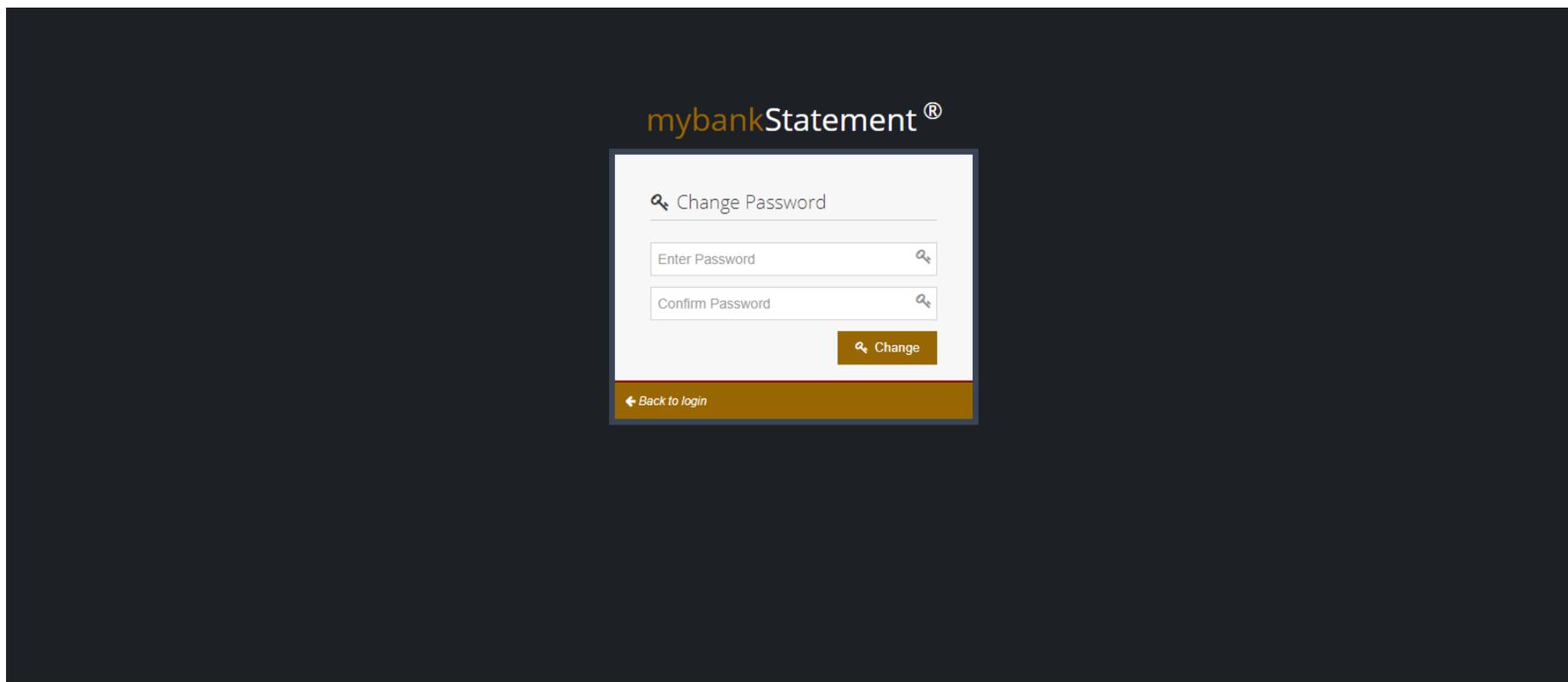
To gain access to the portal, kindly provide your username and password and click the Login button.



### 3. First Time Login.

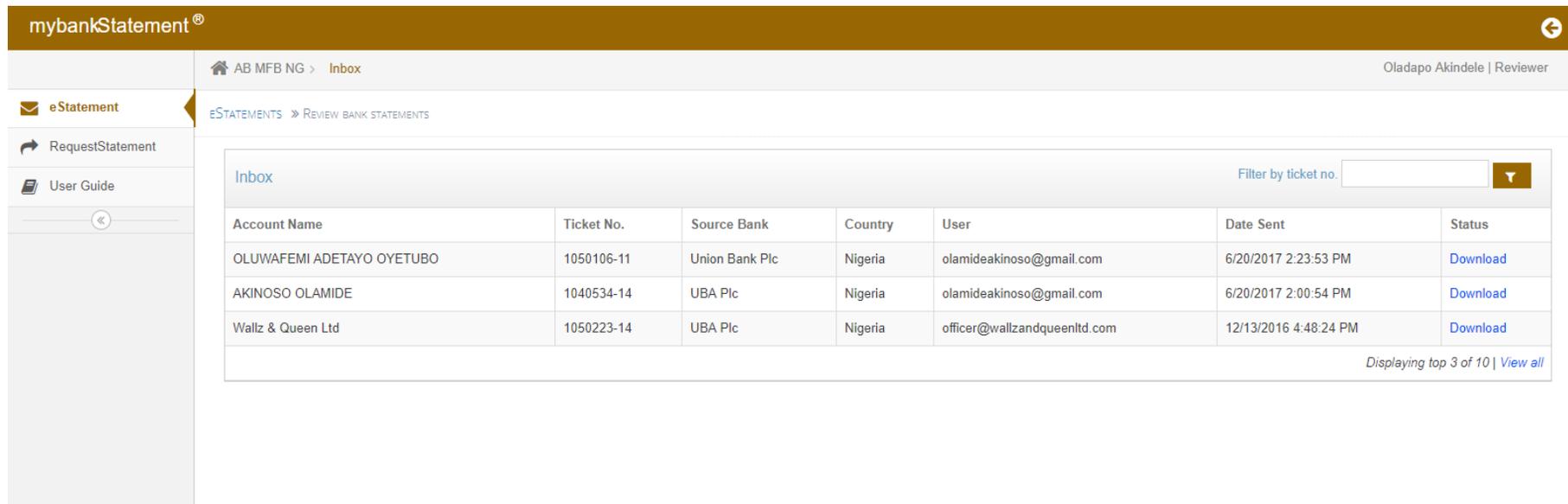
Once you are profiled on our platform, a sign up mail is sent to your official email address containing username (official email) and default password with additional instructions.

Input the Login credentials and click the Login button, a password reset pane appears where you are expected to input your desired case sensitive password that will be used subsequently to access the portal. Click the Change button to confirm your password change.



## 4. eStatement

You can search for and view statements sent to your organization. Go to the eStatement menu to see lists of statement sent to your organisation.



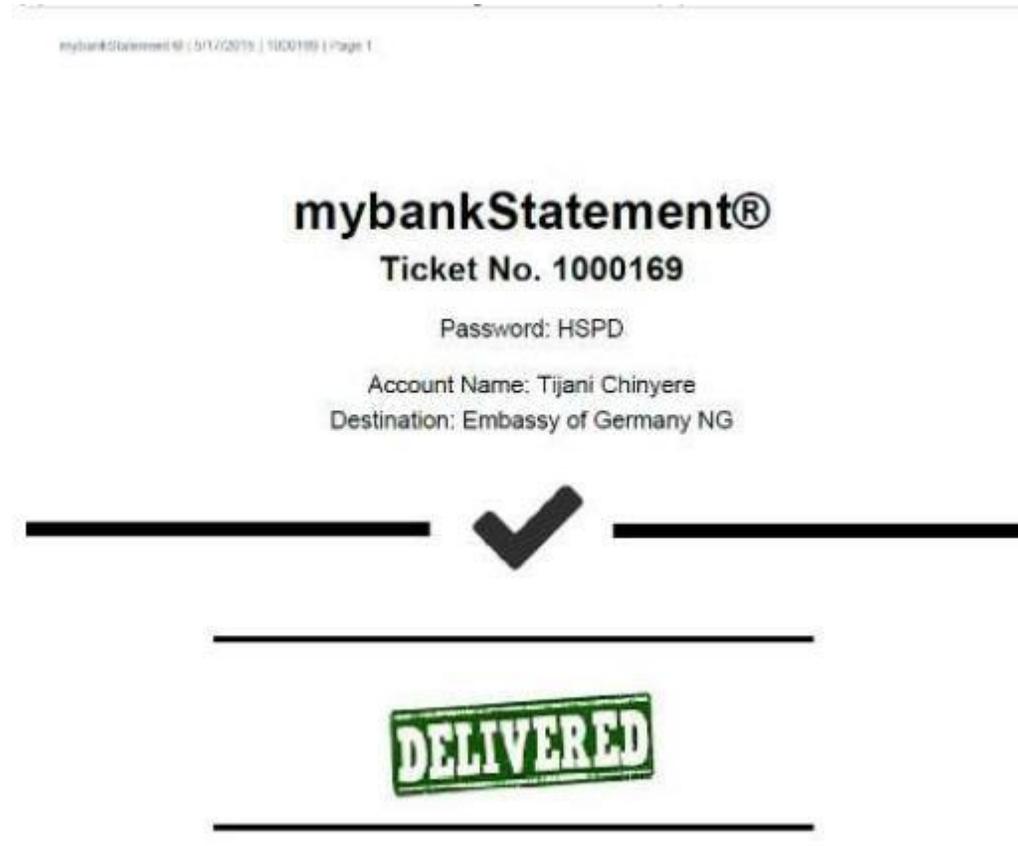
The screenshot displays the mybankStatement® web application interface. The header is dark blue with the logo and a home icon. The breadcrumb trail shows 'AB MFB NG > Inbox' and the user 'Oladapo Akindele | Reviewer'. The left sidebar contains navigation options: 'eStatement' (selected), 'RequestStatement', and 'User Guide'. The main content area is titled 'Inbox' and features a search filter 'Filter by ticket no.' with a dropdown arrow. Below the filter is a table with the following data:

Account Name	Ticket No.	Source Bank	Country	User	Date Sent	Status
OLUWAFEMI ADETAYO OYETUBO	1050106-11	Union Bank Plc	Nigeria	olamideakinoso@gmail.com	6/20/2017 2:23:53 PM	<a href="#">Download</a>
AKINOSO OLAMIDE	1040534-14	UBA Plc	Nigeria	olamideakinoso@gmail.com	6/20/2017 2:00:54 PM	<a href="#">Download</a>
Wallz & Queen Ltd	1050223-14	UBA Plc	Nigeria	officer@wallzandqueenltd.com	12/13/2016 4:48:24 PM	<a href="#">Download</a>

At the bottom right of the table, it says 'Displaying top 3 of 10 | [View all](#)'.

- a) mybankStatement® ticket – This is a one page document provided by the applicant. It contains Ticket number which will be used to filter and retrieve bank statements, it also contains the password which will be used to access the password protected statement. See sample below





b) Search –

you search for customer statement using the Ticket Number on the mybankStatement® Ticket

This function allows

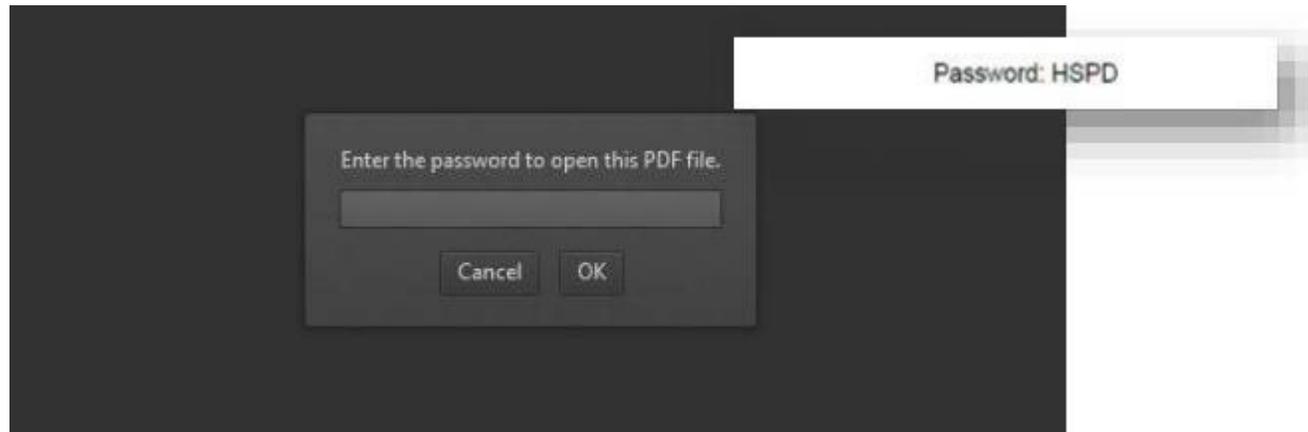
Filter by account no.  

c) Preview – Once the desired statement has been filtered, click the download link to save the statement to your computer.





- d) Unlock – Click on the bank statement and enter the 4 digit passcode provided in the ticket receipt submitted by the customer



- e) Review - After the code is entered, click “ok” and the statement will open. The statement will be digitally signed by the originating bank. The blue panel on the top of the pdf shows the digital signature.





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SKYE BANK PLC.  
RC No. 142191



Summary Info	
Role	Sponsor
Applicant(s)	Ayodele Omokore
Account name	Wallz & Queen Limited
Address	63, Allen Avenue Ikeja Lagos Nigeria
Signatories	[REDACTED]
Signatories BVN	[REDACTED]
Tenor	6 Months
Period	Jul 30, 2015 to Jan 30, 2016
Type	Current
Category	Corporate
Account No.	[REDACTED]
Currency	NGN
Available Balance	10,614.44
Book Balance	10,752.32
Total Debit	2,384,354.53
Total Credit	2,516,450.85
Account Opening Date	1/30/2015

Tran. date	Value date	Transaction details	Debit	Credit	Balance
7/30/2015	7/30/2015	BALANCE BROUGHT FORWARD ...	0.00	625.10	625.10

## 5. Request Statement

You can electronically request for customers' account statements directly from the bank using the mybankStatement® portal, the customer will receive an SMS with the mybankStatement® ticket details and an email with the mybankStatement® ticket to be used for authorizing the request, the ticket details or mybankStatement® ticket is then forwarded to your organization to be used in accessing the statement.



mybankStatement® ←

AB MFB NG > Request Statement Oladapo Akindele | Reviewer

eStatement ESTATEMENTS » REQUEST BANK STATEMENTS

RequestStatement

User Guide

Statement Request Filter by account no.  ▼

Request ID.	Account Name	Account No.	Bank	Period	User	Timestamp	Status	Action
1436		2041920859	UBA	2017-04-01 to 2017-08-01	olamideakinoso	8/23/2017 7:24:54 PM	Error	N/A
1435		2041920859	UBA	2017-06-01 to 2017-08-01	olamideakinoso	8/23/2017 7:00:17 PM	Pending	<a href="#">Check Status</a>
757		0041897592	Union Bank	2017-04-01 to 2017-06-20	olamideakinoso	6/20/2017 2:25:06 PM	Sent	N/A

Displaying top 3 of 14 | [View All](#)

NEW REQUEST

Account No.  Bank.

Start Date  End Date

Role  Country

Applicants  + x Send ✓

- a) **Initiate Statement Request** – To request for an account statement, Input the account number, select the bank, select the period of statement to be requested, select the role of the account owner (e.g. Applicant, Sponsor or Guarantor), input the phone number attached to the account at the selected bank, and then input the applicant name(s). Ensure the details provided are correct and click send.
- b) **Confirm Ticket** - The transaction is then logged to the “Statement Request” table where the status is “Pending”, the details are verified and the account owner is issued an SMS containing Ticket details and an email with mybankStatement Ticket attached. This is to be shared with your organization to allow you access the statement. The status of the transaction changes to “Ticket Sent”, Click the [Confirm](#) action link to input the Ticket Number and Password provided and click Confirm

## CONFIRM REQUEST

Request ID.  Ticket No.  Password.

[Make new request](#)

- c) Download Statement - Once the Ticket Number is confirmed, the account statement can be viewed in the “Inbox” menu item and can then be previewed.

*Note: Email notifications are also sent to keep the requesting officer apprised of the progress or errors at every step of the transaction.*

## 6. Support

Please contact NIBSS support centre for further clarification while using this document and also for any enquiries and comments.

