

**W**hen applying for your loan it is important that we submit proper documentation of your assets into underwriting. In general, we must document the source of any funds you'll be using for closing, but it is also a good idea to document any "reserves" you happen to have (funds left over in savings, investments and/or retirement accounts after we close).

Acceptable asset documentation can be any of the following:

1. Two consecutive months of old fashioned paper statements, sent to you in the mail, with all pages included. And we do mean all pages... look at the bottom of the page, if it's a numbered page, we need it.
2. An internet or bank printout. If you get this off of the web, it should show an "https" url at the bottom of the page. If you get this at your bank, have them stamp the printout with some sort of identifying rubber stamp. Be sure the printout includes all of the following:
  - a. Your name.
  - b. Your full account number.
  - c. Beginning/ending balances and debits/credits over a period of at least 60 days.
3. Two consecutive months of the pdf or html version of your "paper" statement.

Since we all seem to be banking on-line now, below, I've compiled information on how to obtain web-based documentation that will work for loan purposes.

If your bank or financial institution is not listed, you may still find it helpful to review the directions for other banks. Many sites are quite similar.

And if you want to make our day, email me directions on how to get a statement from any entity not already on our list or bring us up-to-date if something has changed. To make it worth your while, we'll mail you a

\$5 coffee card for your troubles!

## Advantis Credit Union

- Log on.
- Click on the "Additional Services" tab at the top of the page.
- Click on "eStatements" in the menu that drops down.
- A new window opens up.
- Under "Documents", click on "Statements – Regular."
- The most recent statement automatically opens. If you want a different statement select it from the list on the right side of the page.
- To print: Click on "Printable Version."
- To email: Click on "Printable Version."

If you have a pdf converter as a printer option you print directly to a pdf.

Otherwise, name and save the file (should have a ".html" suffix)... Remember where you are saving it, so you can attach it to a secure email!

## AIG Valic

- Log on.
- From the "Clients" menu at the left of the page select "Statements".
- Under the "Account Statements" heading select the statement you'd like from the menu.
- Click on "View Statement".
- A new window with the statement opens.
- To Print: Click on the Printer icon or select "Print" from the "File" menu.

- To Email: Select “Save a copy” from the “File” menu or click on the disk icon.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Alaska Denali Federal Credit Union

- Log on.
- Click on the “Statement” button at the top of the page.
- “Select” the button next to the statement you want to see. Click “Next.”
- Click “Finish.”
- To print: Click on the “print” option in the window.
- To email: Select “Save as...” from your web browser’s “File” menu.

Name and save the file (should have a “.html” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Alaska USA Credit Union

- Log on.
- Click on any one of your account names.
- On the right hand side of the page this takes you to, click on “view last statement.”
- Select the statement period you’d like from the drop-down menu. Click “Continue.”
- To print: Just print using your web browser’s “print” function.
- To email: Select “Save as...” from your web browser’s “File” menu.

Name and save the file (should have a “.html” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## American Century

- Log on.
- From the “personal home page box” on the right side of the page, click on “Statements and Tax Forms.”
- Click on “HTML statement” next to the date you wish to see.

- A new window opens up with your statement in it.
- To print: Just print from your web browser, like usual.
- To email: Select “Save as...” from your web browser’s “File” menu.

Name and save the file (should have a “.html” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## American Funds

- Log on.
- Go to the “Account Summary” tab.
- Select “View Electronic Statements.”
- Click “Statement”.
- A new window should open up with a pdf copy of your statement.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To Email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## American Funds (alternate)

- Log on.
- Go to the “Your Accounts” tab toward top of the page.
- From the menu that drops down select “Account Summary.”
- If you are not enrolled for on-line accounts click on “View History.”
- To print: Just print the page from your web browser.
- To email (untested, but this should work): Select “Save as...” from your web browser’s “File” menu.

Name and save the file (should have a “.htm” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

If you are enrolled for online statements, from the “Account Summary” page, select “View Electronic Statements.”

This should take you to a page where you can select your history of statements to view.

- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.
- Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## Ameriprise

- Log on.
- From the “Your Accounts” select “Statements & Documents” from the menu across the top of the page.
- Click on the statement you’d like to see.
- A new window with the statement opens.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu or click on the disk icon.

Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## AmeriTrade (see TD Ameritrade below)

### Bank of America

- Log on.
- On your main on-line banking page, you should see a menu of options on the left side of the page with the heading “I want to...”
- Under this heading click on “View or print my statement.”
- This page gives you 18 months of bank statements.
- Click on “View and Print” next to the statement you are seeking.

(Alternately you can click “Download” and the statement will be saved to your desktop or designated folder for downloads.)

- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu. Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## Charles Schwab

- Log on.
- Click on the “Account” heading in the list across the top of the page.
- Click on the “Quick Links” tab and select “Statements and Reports (eDocs).”
- Under the heading “Document Type”, click on the “Brokerage Statement” link.
- A new window opens up.

(If you have more than one account you can change the account statements available using the drop down menu toward the top of the page.)

- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu. Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## Chase Bank

- Log on.
- Just under the account name, click on “statements” (small type).
- Click on the year and then the month you’d like to see.
- A new window opens up.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## Citi Smith Barney

- Log on.
- Under the “Portfolio” heading at the top of the page, select “Statements”.
- Check the box for the statement you’d like to view.
- Click on the “display” button.
- A new window opens up.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Consolidated Federal Credit Union

- Log on.
- Point at the “Account Information” drop-down menu at the top of the page.
- In the menu that drops down, select on “Statements”.
- Select the month you’d like to view.
- A new window opens up.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Domini

- Log on.
- Click on “Statements and Reports” on the menu bar across the top of the page.
- Select “Statement” and the date from the drop down menu.
- Click on the date next to the account number.
- A new window opens up with your statement.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To Email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## E\*Trade (including employee stock/option plans)

- Log on.
- Make sure you are in the “Accounts” section, if not click on that tab.
- From the next row of tabs down, click on “Tax and Account Records.”
- Click on “Monthly Statements.”
- Click on the “Account Statement” link next to the statement date you wish to retrieve.
- A new window opens up with your statement in it.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Emigrant Direct

- Log on.
- Under the “Accounts” tab, select “Statements”.
- Select the month you wish to view.
- Click “View Statement”.
- A new window opens up.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Fidelity Investments (Employer-sponsored Plans/ NetBenefits)

- Log on.
- Click on the plan name.
- From the “View” menu on the left side of the page, select

“Online Statements.”

- Retrieve the statement by date.
- To Print: Click on the “Print this Statement.”
- To Email (untested method that should work): Choose “save as...” from the file menu of your browser.

Name and save the file (should have a “.html” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## First Tech Credit Union

- Log on.
- From the menu on the left side of the page, select “eNotice/Statements”.
- From the list below, click on “Monthly Statements.”
- Click on “View PDF” for the month you’re seeking.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Forest Park Federal Credit Union

- Log on.
- Under the heading “Services” on the left side of the page, select “E-Statements”.
- Under the “View Format” heading, click on “View (PDF)” for the statement period you’re seeking.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Franklin Templeton

- Log on.
- From under the “My Home” tab at the top of the page, click on “Statements & Tax Documents.”

- Select the statement.
- Click on “View Printable Version”.
- Click on the statement date you’re seeking.
- To print: Select “Print” from the “File” menu of your web browser.
- To Email (untested method that should work): Choose “save as...” from the file menu of your browser.

Name and save the file (should have a “.html” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## ING

- Log on.
- From the menu across the top of the page, select “eStatements”.
- On the next page, select the month you want to see and click on “View.”
- A new window should open up with your statement in pdf format.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Janus

- Log on.
- From the “My Account” heading across the top of the page, select “Statements & Tax Info”.
- Click on “pdf” next to the statement you’d like to view.
- A new window opens up.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## JP Morgan (401k plans)

- Log on.
- Select the “My Accounts” tab.
- Click on the plan name link.
- Click on “Statements” on the menu on the left side of the page.
- In the screen that opens up, select the “Statements” tab (it’s left of the “On Demand Statements” tab that’ll automatically open).
- Select the latest quarter from the drop down menu and click “View”.
- Click on “pdf” next to the statement you’d like to view.
- A new window opens up.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu. Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## Key Bank

- Log on.
- From the “Related Links” menu on the right side of the page, select “Online Statements”.
- On the next page, click on “View Statements.”
- Click on the date for the statement you’d like to view.
- A new window should open up with your statement in pdf format.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu. Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## National City Bank

- Log on.
- From the menu on the left side of the page, select “statements”.

- Select the statement you’d like to view
- Click on the “printer friendly” “PDF” link.
- A new window should open up with your statement in pdf format.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu. Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## Northwest Priority Credit Union

- Log on.
- From the buttons across the top of the page, click on “Statement”.

From here, you gotta figure it out on your own, as the client I was looking with was not enrolled for e-statements yet!

Some of the other credit union sites may be similar, so you could look at those for ideas.

## OnPoint Credit Union

- Log on.
- At the top of the page, click on the “eStatements” tab.
- Chose the date of the statement you’d like to see.
- Click on the “PDF” button.
- A new screen opens up as a PDF.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu. Name and save the file (should have a “.pdf” suffix)... Remember where you are saving it, so you can attach it to a secure email!

## Oregon Community Credit Union

- Log on.
- If it’s not already selected, click on the “Accounts” tab at the top of the page.

- From the menu below, click on “Statements.”
- If an interim screen with disclosures comes up, click on “Next.”
- Click on “View” next to the statement you’re seeking.
- A new window with the statement in it should open.
- Click on the little printer icon near the upper right-hand corner of the page.
- A pdf window should open.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Oregonians Credit Union

- Log on.
- Click on the “e\*Statements” link on the left side of the page.
- Click on the month you’d like to see.
- A new window with the statement in it should open.
- A new screen opens up as a PDF.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Rivermark Credit Union

- Log on.
- Hover over the “Accounts” tab at the top of the page.
- Select “E-Statements” from the menu that opens up.
- Click on the month you wish to view.
- A new window opens up.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...

Remember where you are saving it, so you can attach it to a secure email!

## Scottrade

- Log on.
- Click on the “My Account” tab at the top of the page.
- Click on the “Account History” link in the menu on the left side of the page.
- Click on the “Account Statement” tab.
- Select the date you’d like and click on the “view” button.
- A new screen opens up as a PDF.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To Email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Smith Barney

See “Citi Smith Barney” above.

## State Street Bank

- Log on.
- You should be on your main accounts page.
- Click on “history”.
- To print: Just print the page from your browser.
- To email: Choose “save as...” from the file menu of your browser.

Name and save the file (should have a “.html” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Sterling Savings Bank

- Log on.
- At the top of the page, click on the “Account Access” tab.
- In the horizontal list just below the tabs click on “Online Statements” (all the way over to the left).
- Select the account and month from the drop down tabs.

- Click “Submit”.
- Click on the “PDF” logo under the heading “Full Statement”.
- A new screen opens up as a PDF.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## TD AmeriTrade

- Log on.
- At the top of the page, click on the “Portfolio and Accounts” tab.
- From the menu that drops down, click on “History and Statements”.
- Select the “Statements” tab.
- Click on the date of the statement you’d like to view.
- A new screen opens up as a PDF.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Thrift Savings Plan (TSP)

- Log on.
- The Account Access Screen comes up.
- Click on “Participant Statements.”
- Click on “View quarterly participant statements.”
- Click on the most recent quarter available.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## TIAA-CREF

- Log on.
- Click on the “Manage My Portfolio” tab at the top of the page.
- From the “View” section on the next page, select “Statements and Records” or click the “Go” button.
- Select the “PDF file format” button at the top of the page.
- If you are enrolled for on-line statements you should be able to select the most recent statement.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To Email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Transamerica Retirement Services

- Log on.
- On the left side of the page under the “Account Information” heading, click on “Statements.”
- Select “Online” by clicking in the little dot.
- Fill in the starting and ending dates for the statement you’d like to generate.
- Scroll down to the bottom of the page and click on “Request Statement.”
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To Email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Umpqua Bank

- Log on.
- Under the heading “Accounts” on the left side of the page, click “Statements”.
- Choose the account and the statement period from the drop down menus.
- Click on the “View Statement” button.



- A new screen opens up as a PDF.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Unitus Credit Union

- Log on.
- On the left side of the page there is a list of options. Click on “e Statements.”
- Select your date and click “View Statement.”
- A new window opens up.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To Email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## USAA (banking)

- Log on.
- You should be on the “My Accounts” page (if not, navigate to it).
- Click on the “I want to” drop-down menu and select “view your statements (PDF)”.
- Select the month you’d like to see.
- A new page opens up with a pdf version of the statement.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Valic (See AIG Valic)

### Vanguard (IRA and Brokerage accounts)

- Log on.
- From menu bar on the top of the page, click on “Statements.”
- Under “View/Download”, click on the statement date.
- A new window with your statement should open.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

### Vanguard (Employer-sponsored retirement plans)

- Log on.
- From menu bar on the top of the page, click on “Employer Plans.”
- Click on the plan name.
- Over on the right side of the next page look for the box marked “More Plan Details” and click on “Statements”.
- Click on the statement date you’re seeking.
- To print: Click on the Printer icon or select “Print” from the “File” menu.
- To email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...  
Remember where you are saving it, so you can attach it to a secure email!

## Wells Fargo

- Log on.
- You should land on the “Account Summary” page.
- Click on the balance of the account for which you’re obtaining the statement.
- A page with all of your recent account activity opens.



- Look for the little link just below all of your account activity.
- If you are not already enrolled for online statements it will say “Enroll for online statements.”
- Click on this link and follow the directions to enroll and then skip ahead.
- If you are already enrolled for on-line statements it will say “View online statements.”
- Click on the date of the statement you wish to view.
- To Print: Click on the Printer icon or select “Print” from the “File” menu.
- To Email: Select “Save a copy” from the “File” menu.

Name and save the file (should have a “.pdf” suffix)...

Remember where you are saving it, so you can attach it to a secure email!

