



## 1st Source Bank Helpful Hints: Navigation – Enrolling in & Accessing Deposit eStatements

Follow the steps below to enroll in paperless eStatements and view Treasury Services Billing Statements for your business or organization.

### Enrolling in eStatements in BBO Treasury

1. Log in to 1st Source BBO Treasury using the link <https://bbotreasury.1stsource.com> or the BBO Treasury mobile app.
2. Once signed in, click **Accounts** then **eStatements**.
3. Upon first entry, a sample PDF will be displayed.
4. If the sample PDF is visible, click **I CAN see PDF**. Otherwise, click **I CANNOT see PDF** and download Adobe Reader before proceeding.
5. Review the Terms and Conditions and click **I agree**.
6. Upon first entry, you will choose your preferred statement delivery method under Enrollment Preferences.
7. For each account, select either **Paperless** or **Paperless & Paper**.  
*Note: Selecting Paperless & Paper may result in additional fees per the Fee Schedule for Business Accounts.*
8. Click **Submit** to finalize Account Preferences.  
*Note: Account Preferences can be updated at any time. From the eStatements Dashboard, click the **3 dots** next to an account then click **Go To Account Preferences** to adjust and submit preferences. New accounts will default to Paperless & Paper.*

### Accessing eStatements in BBO Treasury

1. Once signed in to 1st Source BBO Treasury, click **Accounts** then **eStatements**. If you have completed the enrollment steps above, you will be at the eStatements Dashboard.
2. Click on an account.
3. Statements are organized by statement date. Scroll to your desired statement date and click **View** to open the statement in the browser or click **Download** to save a PDF copy to your device.

## *Batch Downloading eStatements in BBOT Treasury*

1. Once signed in to 1st Source BBO Treasury, click **Accounts** then **eStatements**.
2. To save multiple statements at once click **Batch Download Documents**.
3. Under Search for Documents, select your intended **Date Range**, **Account Numbers** and **Document Types** then click **Search**.
4. Select some or all statements from the Search Results below and choose either **Combined Single PDF** or **Individual PDFs**.
5. Your documents will be prepared. Click **Go to Batch Download Tasks** to view the status.
6. When the status says Ready, click the **download button** under Action.
7. When the download is complete, click **Open file** to view combined or single statement PDFs.

## *Accessing Treasury Billing Statements in BBO Treasury*

1. Log in to 1st Source BBO Treasury using the link <https://bbotreasury.1stsource.com>
2. Once signed in, click **Reports**.
3. Click **Special Reports**.
4. Locate **Billing Statements - Final** from the list of Special Reports and select **View Version** on the right hand side.
5. Click the **Billing Statements - Final** link corresponding to the statement date to be displayed. The statement will open in a separate browser window.