



1st Source Bank Helpful Hints: **Navigation – How to Access Account Statements (E-Statements)**

Follow the steps below to view the Paperless Account Statements and Treasury Services Billing Statements for your business or organization.

Accessing Electronic Statements in BBO Treasury

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

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, move your mouse to **Reports** and click to expand the reports menu.
3. Select **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.