



## How to send your account statement to your preferred Embassy

**Send Statement to preferred Embassy:** This product offers you a convenient way for the send your account statements to preferred embassy on Internet/Mobile Banking without coming to the banking hall.

Internet Banking	Mobile Banking
<ul style="list-style-type: none"><li>▪ Log on to internet banking with your <b>User ID</b> and <b>Password</b></li><li>▪ Click <b>“My Accounts”</b></li><li>▪ Click <b>”Send Statement to Embassy”</b></li><li>▪ Click <b>“New Request”</b></li><li>▪ Select <b>“Destination Country”</b></li><li>▪ Select <b>“Start”</b> &amp; <b>“End”</b> dates</li><li>▪ Select <b>“Account to Debit”</b> and <b>“Account to generate statement”</b></li><li>▪ Confirm details captured are accurate and completed</li><li>▪ Enter the <b>“Answer your to secret question”</b></li><li>▪ Enter <b>“Token code”</b></li><li>▪ Click the <b>“Submit”</b> button to send generated statement to your preferred embassy</li></ul>	<ul style="list-style-type: none"><li>▪ Download the <b>GT-World application</b> on your <b>“Playstore”</b> for Android phones, <b>“Appworld”</b> for BlackBerry phones and <b>“Appstore”</b> for iPhone</li><li>▪ Log on to Mobile Banking with your <b>User ID</b> and <b>Password</b></li><li>▪ Slide your finger on your Mobile phone to display outstanding menu items</li><li>▪ Click <b>“Requests” options on the “Banking” module</b></li><li>▪ Click <b>”Send Statement to Embassy”</b></li><li>▪ Click <b>“New Request”</b></li><li>▪ Select <b>“Destination Country”</b></li><li>▪ Select <b>“Start”</b> &amp; <b>“End”</b> dates</li><li>▪ Select <b>“Account to Debit”</b> and <b>“Account to generate statement”</b></li><li>▪ Confirm details captured are accurate and completed</li><li>▪ Click the <b>“Continue”</b></li><li>▪ To authenticate your request enter <b>“Token code”</b> or <b>four(4) digit PIN</b></li><li>▪ Click the <b>“Done”</b> button to send generated statement to your preferred embassy.</li><li>▪</li></ul>

**Timeline: Immediately**