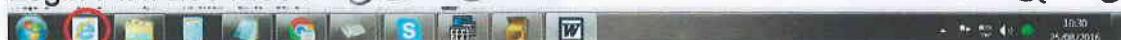# Importing Bank Statements

Using Internet Explorer (not IE10), navigate to Barclays Bank online banking.

Note: no other browsers, nor Internet Explorer 10 can be used for performing this task

For Office Only

This process can only be completed on PC 208, when loaded, click on the Internet Explorer icon on the task bar, this will direct you to the correct login page.

~~Login PIN: 28642864~~ *DL said to remove (Skype 14:04) KF 15/9/16*

For All Staff

Ensure the keypad is plugged into your computer and the bank card is inserted. Click the 'Login' button and enter the PIN number on the keypad when prompted

When the home screen is displayed, hover over the 'Cash Statements' button and click 'Export Data'

Click 'Using a File Template'

From the 'Select File Template' pull-down menu, select 'DataDump'

Click Submit For Export