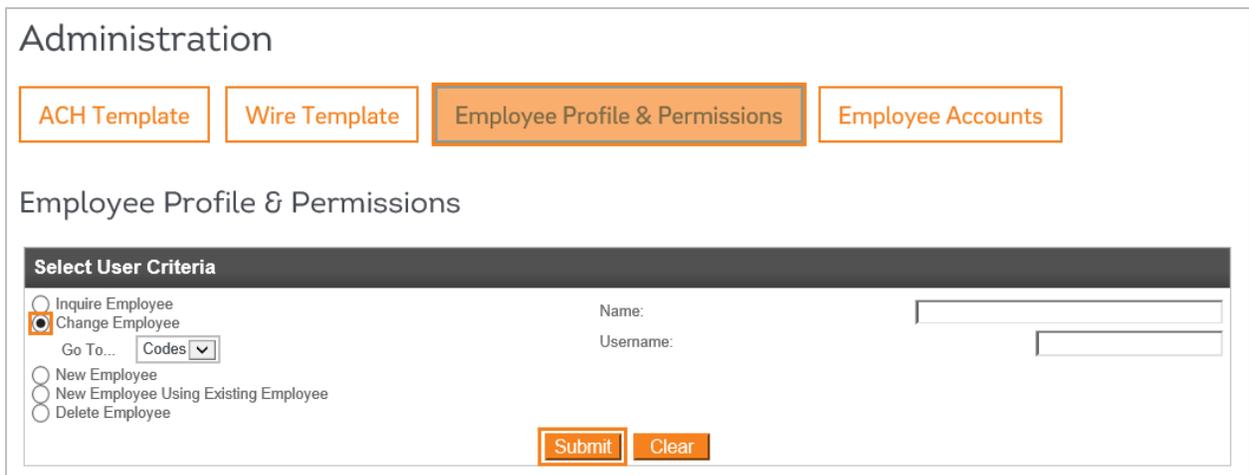# Quick Start Guide

Grant Checking Analysis Statement Access

1. Login to your **Corporate Online Banking (I-Corp)** profile.

2. On the homepage, click on the **Administration** menu option.

3. Under the **Administration** section, click **Employee Profile & Permissions**, then select the **Change Employee** radio dial. Click **Submit**.

4. Under the **Employee List** section, click the hyperlink of the employee's name you would like to grant analysis statements access.

5. Under the **Electronic Documents** section, checkmark the box next to **Checking Analysis Statement**.

6. Click the **Save** icon at the top left of the screen.

7. Repeat for each employee.