



## Resources - Bank Statement Upload Instructions

Uploading your bank statement to a cyber-secure environment is a simple and secure way to deliver your bank statement to iTracs for inclusion in your monthly reconciliation.

Save your bank statement into a PDF file.

Log in to iTracs at: <https://live.rynoh.com>

- Select the "**RynohReport**" tab (at top)
- Select "**Actual Bank Statements**" (from list on left hand side, near the bottom)
- Select "**Agency Name**"
- Select "**Bank Account**"
- Click "**Submit**"
- Click the "**Upload**" link for whichever period you are uploading the bank statement
- Click "**Browse**" and choose the file where you saved your bank statement
- Double-click on the bank statement you want to upload
- Click "**Upload**"

**Note - The uploaded file must be in a PDF format.**