

1. Go to Alma website (visit <https://nlci1061.getalma.com/>).
2. Login using your username and password (first name and last name, i.e. "jane.doe" and include the "." in between your first and last name).
3. After logging in, you will see a navigation channel on the left (see image 1).
4. Click on account.
5. Next, you will see your account features (see image 2).
6. Click on the "Statements" box - lower right box (see image 2).
7. Next, you will see the following statement formats:
 - Current statement - type in start date and click on the green "Get Statement" button
 - Yearly tax statement - select year and click on the green "Get Yearly Statement" button
 - Invoice statement - type in date range and click on the green "Get Invoices for selected dates" button

