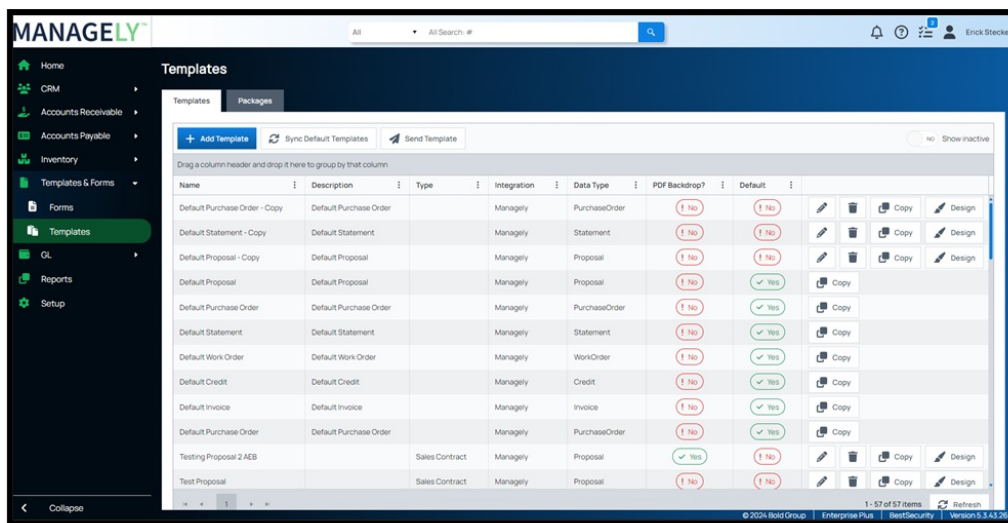


How to make the Default Statement Template into a Custom Statement Template

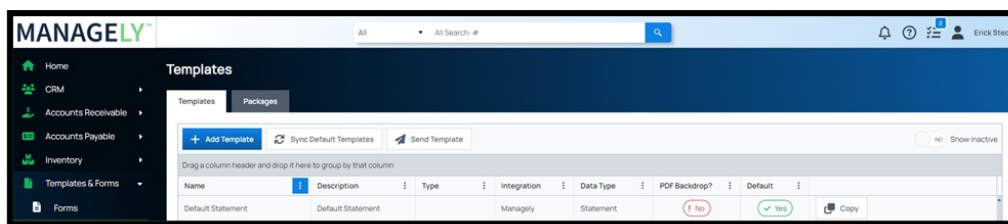
12/31/2024 8:39 am EST

Follow these steps below to make the default statement template into a custom statement template so that you can customize the statement based off your company's needs.

1. Click on Templates & Forms and then Templates



2. Click the Copy button to the right of Default Statement



3. The Statement- Copy will be created. Click the Design button to the right and edit as desired

