

## Accessing Online Account Statements

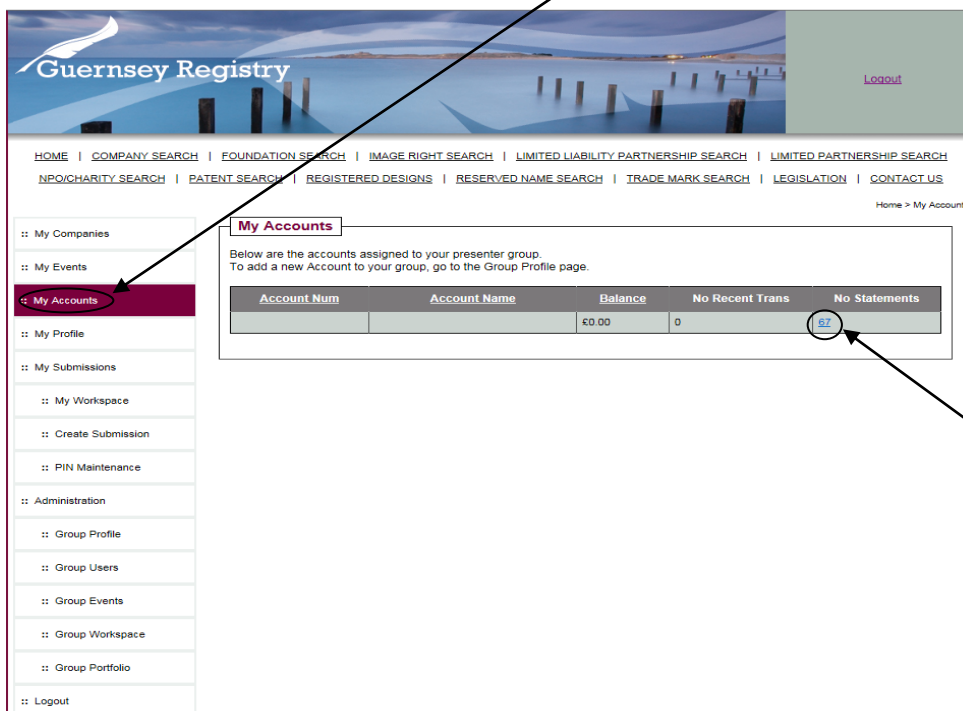
An email notification will be sent on a monthly basis to account holder contacts to advise when new statements are available. Changes to account contact details should be emailed to the Registry at the address detailed below.

The accounts statements can be printed through a pdf document and can also, if desired, be copied and pasted into your own excel spreadsheet.

Registry account holders are also reminded of the credit control policy which can be found here: <http://guernseyregistry.com/article/4172/Credit-Control-Policy>

Should you require any further information please call +44 1481 743800 or email [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com)

As a Corporate Service Provider or a Regulated Presenter you can access 'My Accounts' by logging in to the portal and clicking on the 'My Accounts' tab on the left hand side of the page.



Guernsey Registry

Logout

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Home > My Accounts

**My Accounts**

Below are the accounts assigned to your presenter group.  
To add a new Account to your group, go to the Group Profile page.

Account Num	Account Name	Balance	No Recent Trans	No Statements
		€0.00	0	<a href="#">27</a>

Some users will see multiple accounts assigned to their presenter group.

Please select the account number you wish to download the statement for and click on the hyperlink in the 'no statements' column.

You will then need to select the statement you wish to view, they will show in date order from newest first in the table, as below.

**Account Statements**

Below are the recent statements for account number

Statement ID	Statement Date	Opening Balance	Closing Balance
25235	31-Jul-2015	-£18.00	£.00
24874	30-Jun-2015	£.00	-£18.00
24516	31-May-2015	-£8,260.00	£.00
24159	30-Apr-2015	-£8,260.00	-£8,260.00
23804	31-Mar-2015	-£8,250.00	-£8,260.00
23451	28-Feb-2015	-£8,250.00	-£8,250.00
23100	31-Jan-2015	-£7,550.00	-£8,250.00
22749	31-Dec-2014	-£7,550.00	-£7,550.00
22400	30-Nov-2014	-£7,550.00	-£7,550.00
22053	31-Oct-2014	-£3,350.00	-£3,350.00

Displaying 1-10 of 87 records.

You can click on the 'pen and paper' icon next to the required statement date to view the details.

**Statement Transactions**

Below are the transactions for the selected statement

For Invoices and Credit Notes, click on the Show link to drill down into the transactions individual items.

Details	Tran Ref Num	Tran Date	Tran Type	Narrative	Amount
<a href="#">Show</a>	533092	03-12-2014	Invoice	Online E-Submission	-£166.00
<a href="#">Show</a>	533094	03-12-2014	Invoice	Online E-Submission	-£166.00
<a href="#">Show</a>	533095	03-12-2014	Credit Note	Transaction Reference 533095	£116.00
<a href="#">Show</a>	533096	03-12-2014	Credit Note	Transaction Reference 533096	£116.00
	533098	03-12-2014	Credit/Debit Card	Transaction Type: Credit/Debit Card   Transaction Amount: 100.00   Account Payable: /Change Director Submission	£100.00

Displaying 1-5 of 7 records.

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Once you have opened a statement you can then show more details on each transaction by clicking the 'show' next to each transaction or you can view the details on all of the transactions by clicking 'show all'.

You can also view and print a pdf copy by clicking the 'download pdf' or, if required, you can copy the transactions into a excel spreadsheet.

### Please note:

If you have any problems accessing information or require any further information regarding obtaining copies of documents please email:

[enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com) or telephone +44 1481 743800.