**How to Pull FAIM Account Statements**

**FAIM account statements are generally updated and ready to pull on the 4th of each month.**

1. Login to VistaShare: <https://www.vistashare.com/ot2/security/login/>
2. Click on the “*Reports”* tab
3. In the column/tree on the left, click on “*Standard Reports”* to expand
4. Click on *“IDA / CSA”* folder to expand
5. Click on “*Participant Summary Info”*
6. In the list of reports to the right, click on “*IDA Statements – IDA Monthly Statements”*
7. A popup window will open
8. In the Query drop-down box, select “*Monthly Statement”*
9. Select information in the fields as noted below:
10. Collaborative Name: select your agency
11. Partner Financial Institution: select *“Bremer Bank”*
12. Program Type: select *“Adult (AFI)”*
13. Account Status: *“Application, Enrollment, Open”* should be highlighted
14. Statement Begin Date: select the first day of the previous month
15. Statement End Date: select the last day of the previous month
* You may select any date range but 1st-last day of previous month is recommended.
1. Message on Statement field – adding a message here will put it on all statements pulled.
* You must put something in this field (x or .) or the report may error out.
1. Click on “*Run Report”*
2. Wait for the report to generate, then click on *“IDA Statement”*
3. In the warning popup box click *“I Understand”*
4. Click on *“Open”* to view the downloaded account statements, then save to your local network.
5. Review the account statements to determine if each client is on track to reach their saving goal within 24 months, if they made a deposit during the month, etc. If you notice updates are needed to: local coach name/contact information, asset track, client contact information, etc. email suet@wcmca.org.
6. If participants are not using the VistaShare client portal to monitor their savings/match balance, the coach is to provide a monthly FAIM statement to those clients.

**Example of monthly FAIM statement:**

**How to Pull a Participant Account Summary/Transaction Record**

**The account statement summary is a deposit/withdrawal record of the participant’s FAIM account.**

1. Click on the “*Reports”* tab
2. In the column/tree on the left, click on “*Standard Reports”* to expand
3. Click on the *“IDA / CSA”* folder to expand
4. Click on “*Participant Summary Info”*
5. In the list of reports to the right, click on *“IDA Statement Summary Report”*
6. Select information in the fields as noted below:
	1. Enter the participant’s – FAIM savings account number or SSN
	2. Statement Begin Date: enter their date of first deposit
	3. Statement End Date: enter today’s date
7. Click *“Run Report”.* Once it generates, click on *“IDA Statement Summary Report”*
8. In the warning popup box click *“I Understand”*
9. Click on *“Open”* to view the downloaded transaction history then save to your local network.

**Example of a participant transaction record**: