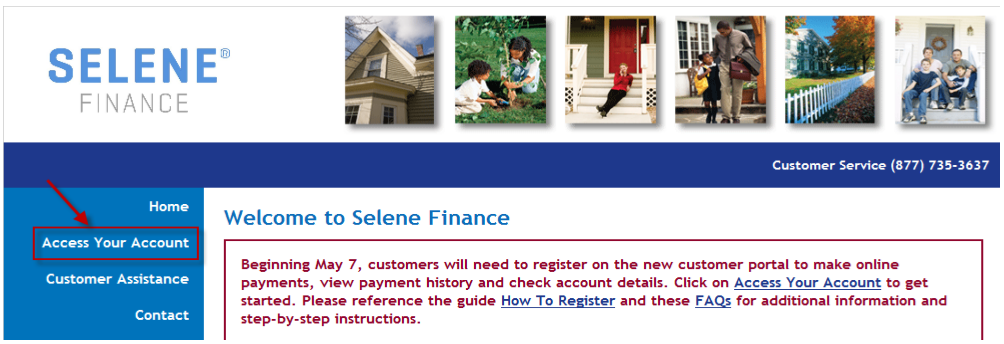
Loan Servicing Account Connect – Year End Communications for Borrowers

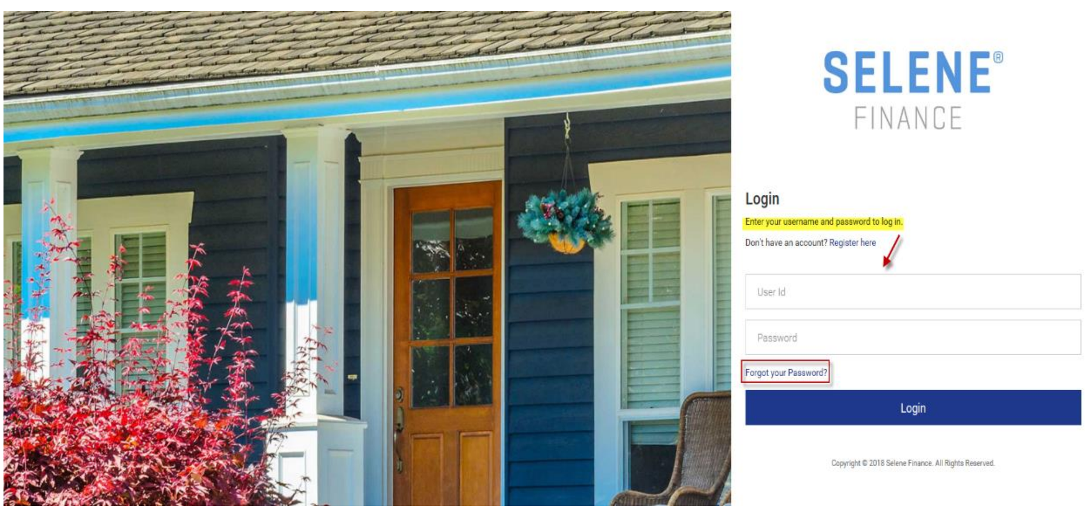
Q. How can I view or download a copy of my 1098/1099-INT online statement?

A. If you are eligible for a paper statement, one will be mailed to you no later than 01/31/2018. You can view or download your 2018 transaction details online in Excel format by following the instructions below:

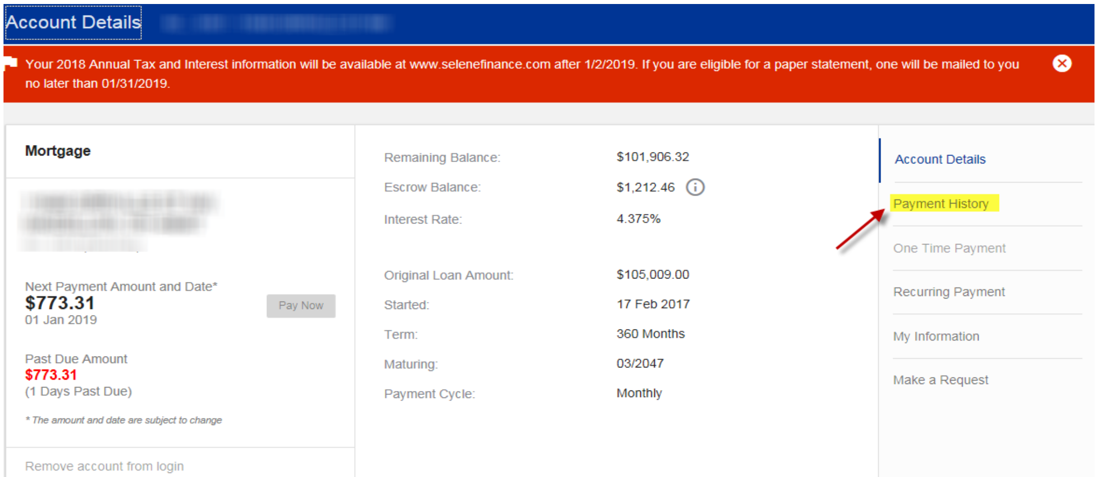
1**.** Log on to www.selenefinance.com and click on **Access My Account**.



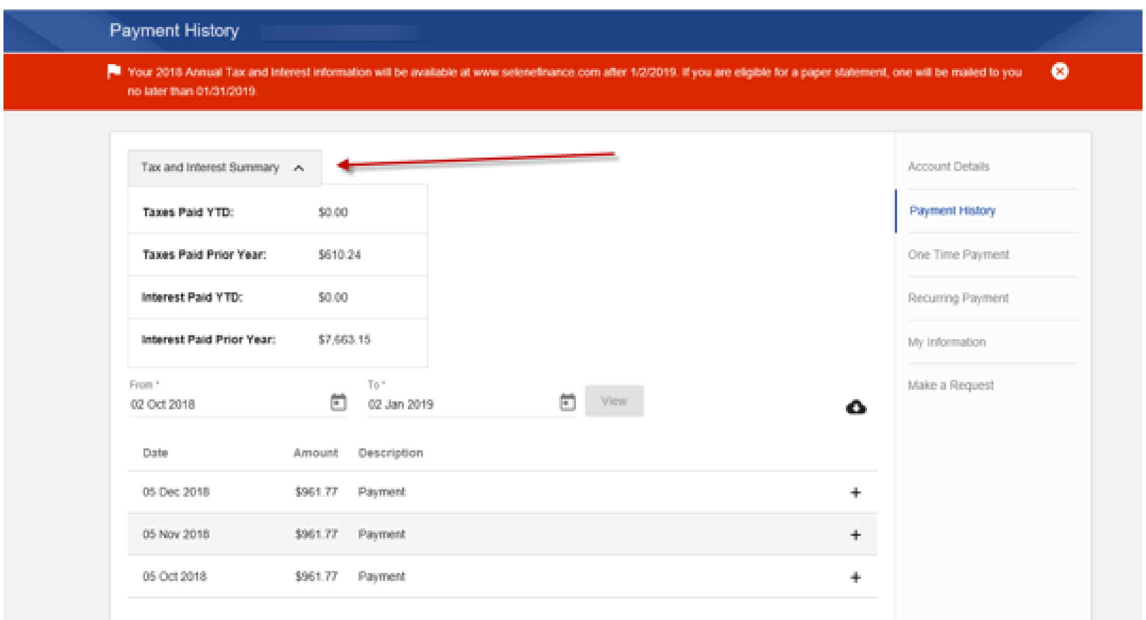
2. Enter your User Id and Password. After successful sign on, you will be directed to the **Account Details** screen. If you need assistance with your account, please contact us at (877) 735-3637, or you can click the 'forgot your password**'** link on the login page to reset your password.



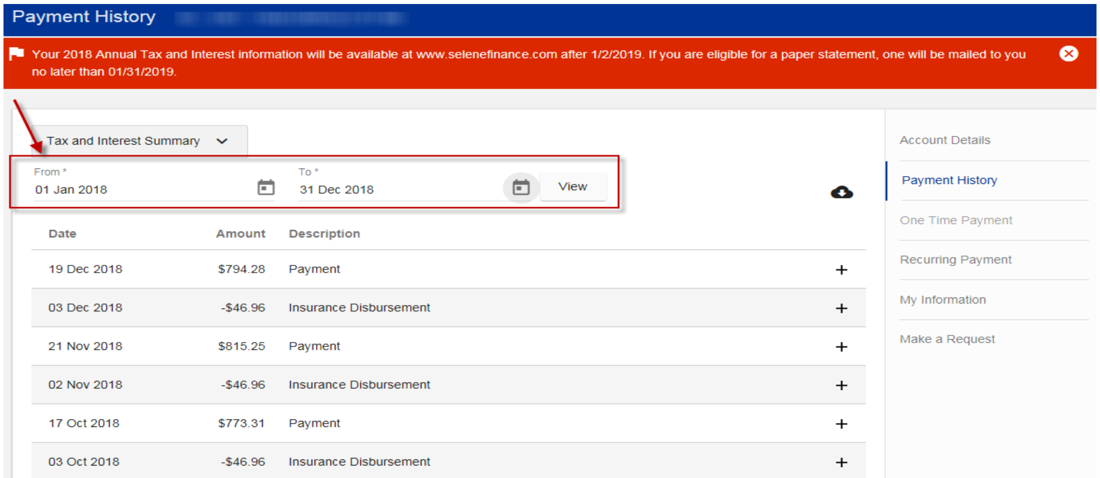
3. Click the **Payment History** from the **Account Details** panel.



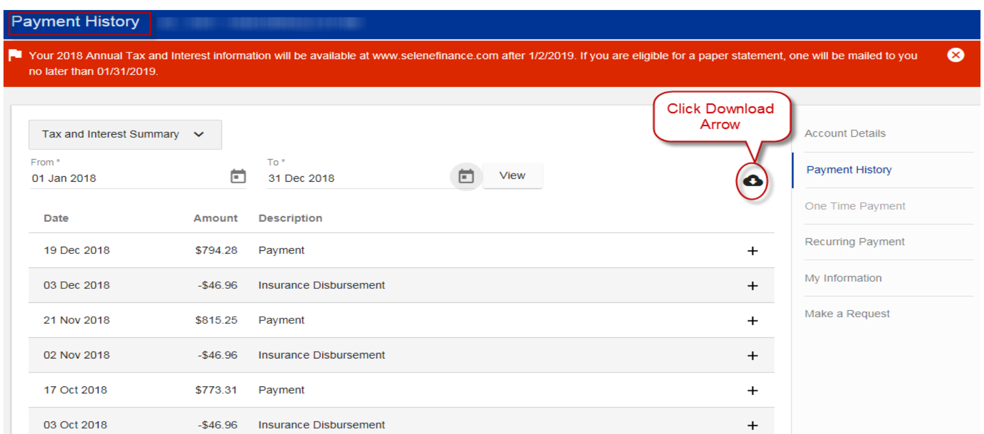
4a**.** Click the arrow next to Tax and Interest Summary to see the summary for 2018 Taxes and Interest.



4b. For more detail**,** On the **Payment History** screen, click the calendar (under the **Tax and Interest Summary** section) to select the date range you wish to search for in the 'From' and 'To' transaction menu. **Example:** Select the dates, **01 Jan 2018 to 31 Dec 2018**.

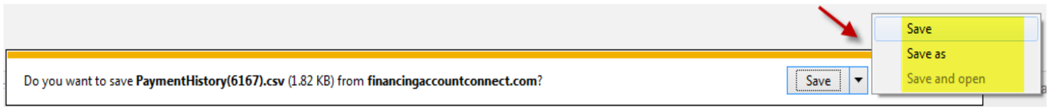


5. Click the Download arrow (near the **Payment History** tab), to download the transaction history and import it in Excel format.

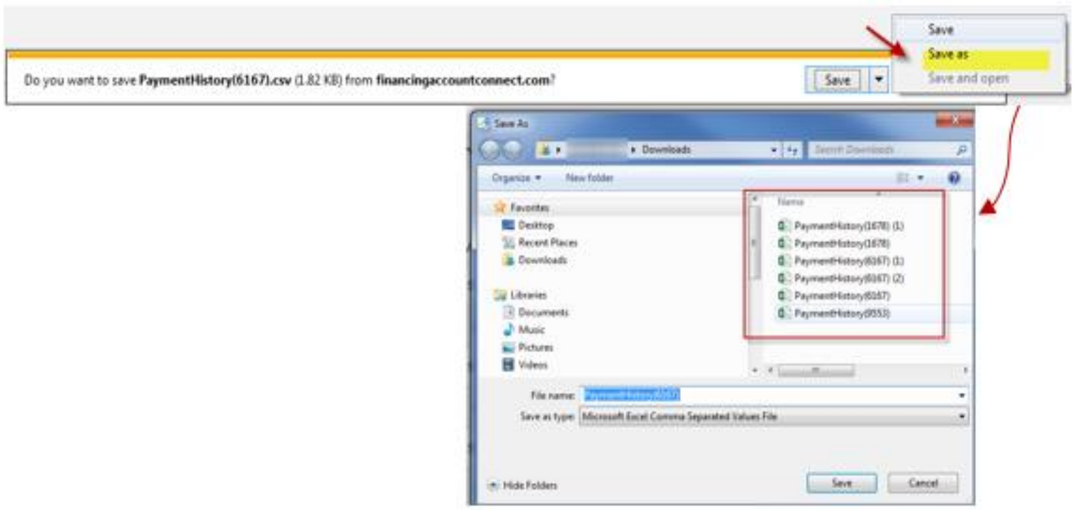


6. Once you click the download arrow, a message will display at the bottom of the screen asking: ***"Do you want save PaymentHistory (6168).csv (1.82KB) from financingaccountconnect.com?"***

7. Click **Save** to display options: **Save, Save as,** and **Save and open** to download the payment history.



8. Choose **Save as** from drop down list to import payment history into Excel format.
   NOTE: The Download window opens.



9. From the Download window, select the appropriate PaymentHistory file from the drop down list to import in Excel format.