



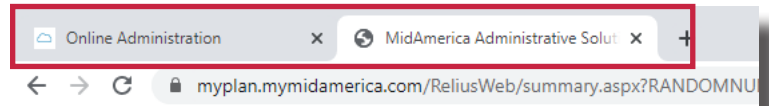
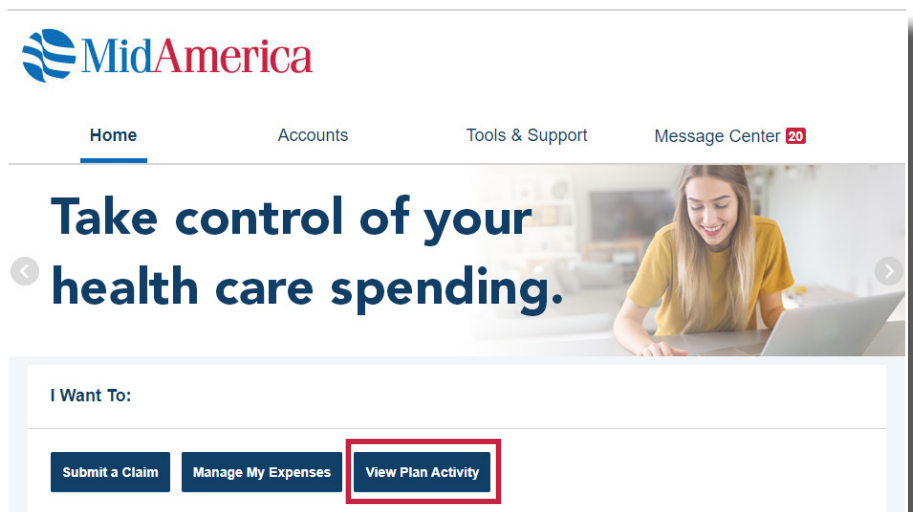
# How to Generate Statements Online

You can generate statements online at any time for any date range within a plan year. You're able to generate an Itemized Statement, which gives you a detailed look at your account history for the specified period, or a standard ad-hoc statement of account, which will give you a snapshot of your account balance for a specified period.

## Let's get started.

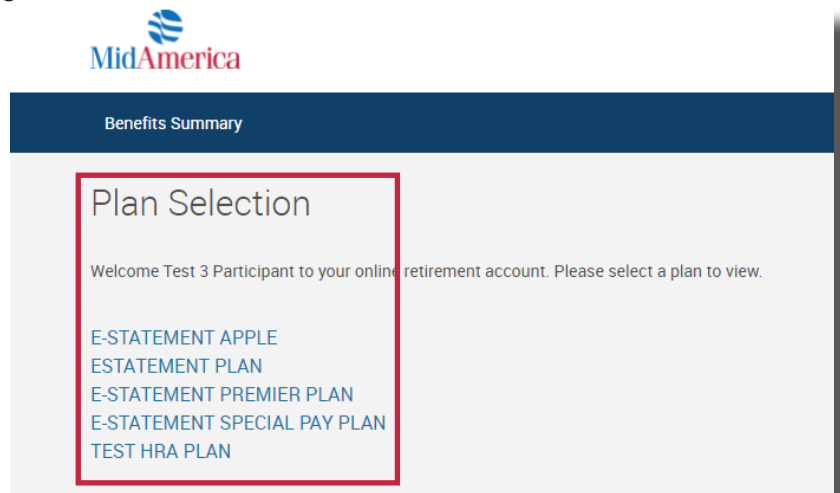
Log into your account at [www.myMidAmericaJourney.com](http://www.myMidAmericaJourney.com). If it's your first time accessing your plan online, establish your login credentials from the **First Time Here** area of the login screen.

Once logged in, select **View Plan Activity** from the **I want to** section on your home page.

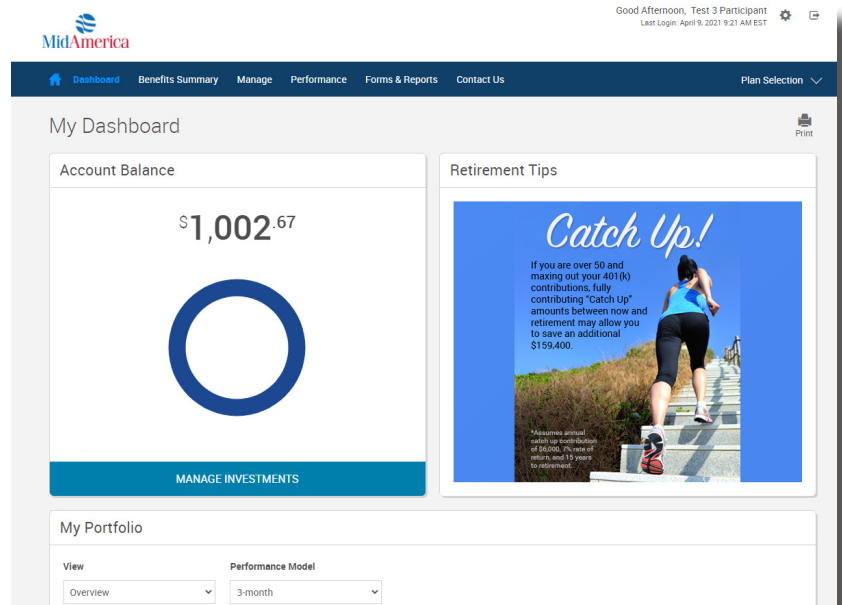


A new tab will open in your internet browser window so you can toggle between the two portals.

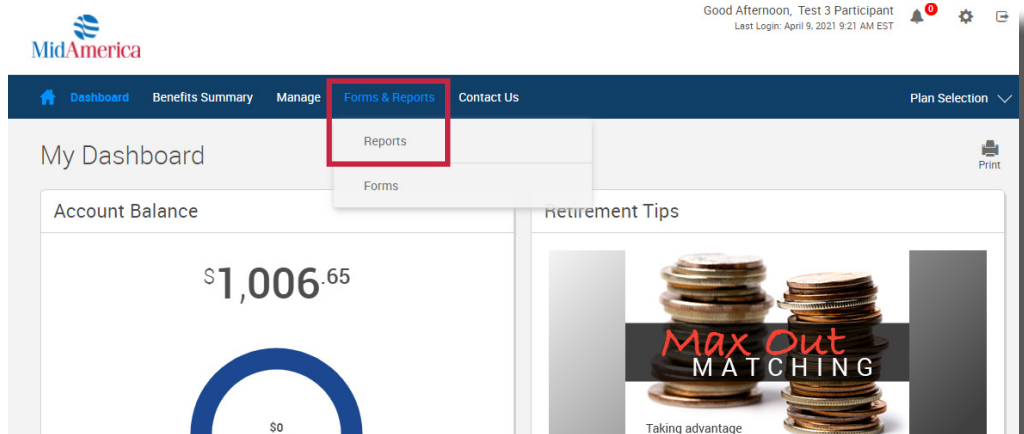
**If you have multiple benefits through MidAmerica**, you will first select the plan for which you would like to make the election. Please note if you see an "Historical" version of your plan, **do not select** that version to generate current plan statements.



If you only have one benefit through MidAmerica, you'll immediately see this page.

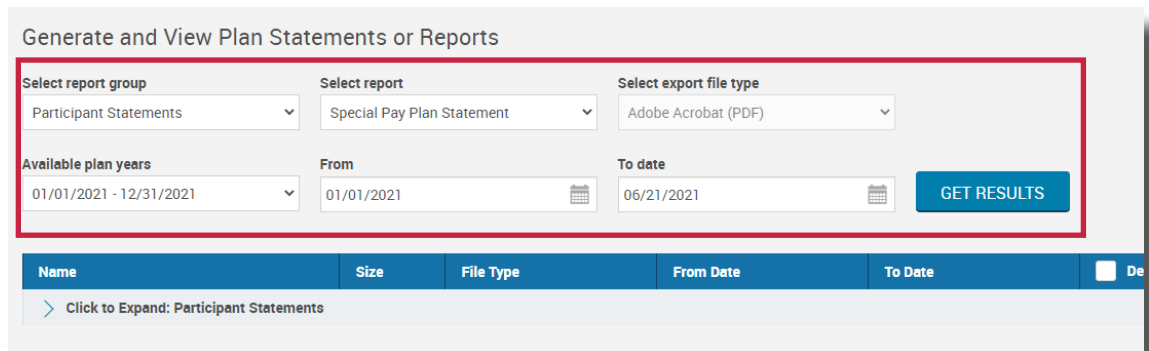


Select **Reports** from the **Forms & Reports** dropdown menu.

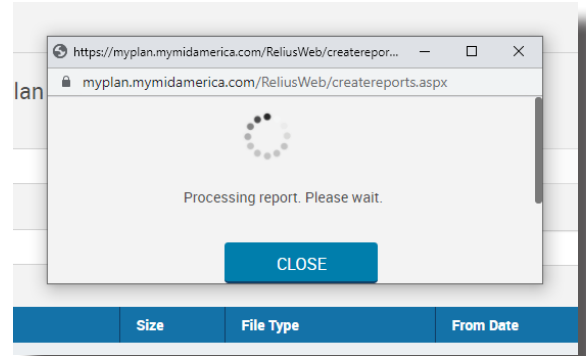


Locate the **Create and View Plan Statements or Reports** area of the page. To generate a statement on-demand, do the following:

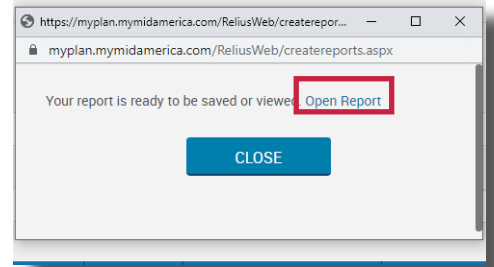
- Select **Participant Statements** from the **Select report group** dropdown
- Select either your **Plan Type Statement** (e.g., Special Pay Plan Statement if you have a Special Pay Plan) or **Itemized Statement** from the **Select report dropdown**
- Select the plan year for which you wish to generate the statement from the **Available plan years** dropdown
- Be sure to select a date range from within that plan year using the **From** and **To Date** fields
- Once complete, select **Get Results**



A small window will pop up to indicate your request is being processed. If you do not see this window, make sure your browser is allowing pop-ups from the MidAmerica site.



Once your statement has been generated, the pop-up window will allow you to open the report. If no data exists for the date range you entered, the pop-up window will display that message accordingly. Click **Open Report** to download your newly generated statement.



Name	Size	File Type	From Date	To Date	Delete
Click to Expand: Participant Statements					
Kades Margolis statement	119kb	Adobe Acrobat	01/01/2021	06/21/2021	Delete

You can also view any statement you have generated on-demand by expanding the **Participant Statements** section within the table located below. If you do not see the statement you just generated, refresh your browser.

**Note!** If you have multiple benefits through MidAmerica, E-Statement elections and other personal updates should be made on each individual plan as changes to one benefit will not automatically apply to all. You can toggle between multiple plans by selecting **Plan Selection** from the blue navigation bar. Also, note the E-Statement election may not be available to all of your benefits right away. We are enabling E-Statement functionality based on when you would normally receive your annual or quarterly statement. This means if you have multiple plans with MidAmerica, you may not have E-Statement capabilities for all of them at the same time (but you will eventually!). You'll receive a notice on your plan statement in addition to email reminders (if you have an email address on file) when E-statements have been enabled for your plan.