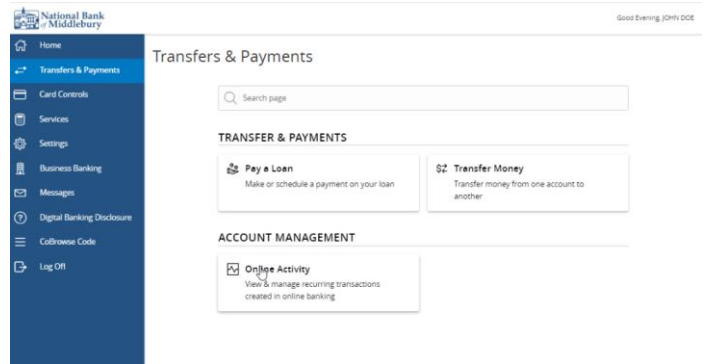




NOTE: 'Activity Center' lists all user activity initiated from within Online Banking.

1. Select 'Transfers & Payments' then 'Online Activity'.



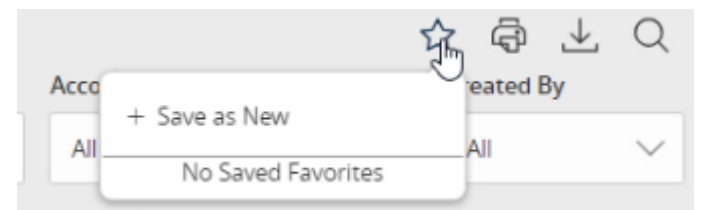
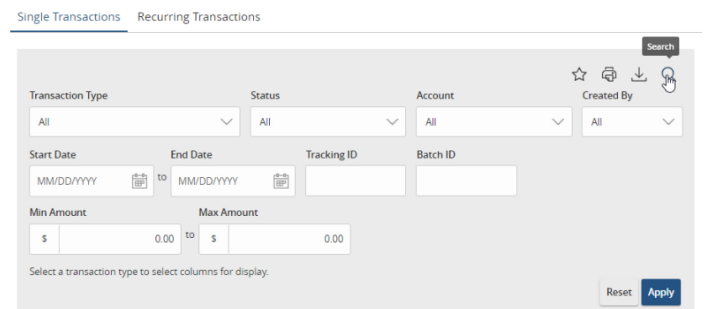
Single Transactions

1. Select the 'Single Transactions' tab on the screen to view one-time online transactions.



2. Select the 'Filters' option to reveal searchable fields.

- a. Select the desired fields and then click 'Apply' to display the specified transactions.
- b. Select the down arrow icon above the top right corner of the filters box to download the specified transactions to a csv formatted spreadsheet.
- c. Select the printer icon to print the specified transactions.
- d. Click the star icon to assign the filtered criteria as a "favorite" for future use.



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3. Click on a listed transaction to view additional details.
4. Select the 'Actions' icon to unhide a listing of available actions corresponding with the transaction.

Created date	Status	Transaction Type	Account	Amount	
6/28/2023	Processed	Funds Transfer - Tracking ID: 10641	SMALL BUSINESS ADVANTAGE E *****4444	\$1	Actions
Tracking ID:	10641	Amount:	\$1.00	Toggle Details	
Created:	06/28/2023 4:14 PM	Description:	Transfer to 4444	Copy	
Created By:	JOHN DOE	From Account:	SMALL BUSINESS AD	Print Details	
Authorized:	06/28/2023 4:14 PM	To Account:	SMALL BUSINESS AD		
Authorized By:	JOHN DOE				
Process Date:	06/28/2023				

Recurring Transactions

Select the 'Recurring Transactions' tab within the 'Activity Center' to view online transactions which are setup to occur in a series.



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