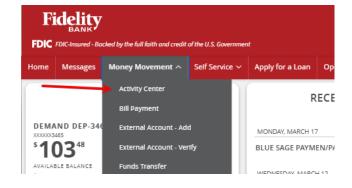


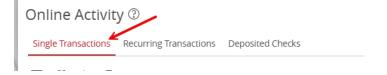
NOTE: 'Activity Center' lists all user activity initiated from within Online Banking.

1. Select 'Money Movement' then 'Activity Center'.



## **Single Transactions**

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

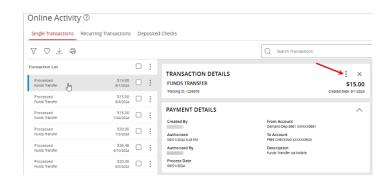


- 2. Select the 'Filters' option to reveal searchable fields.
  - Select the desired fields and then click 'Apply Filters' to display the specified transactions.
  - Select the down arrow icon above the top left corner of the filters box to download the specified transactions to a csv formatted spreadsheet.

Online Activity ③ Single Transactions Recurring Transactions Deposited Checks 7 △ 7 € Filters  $\times$ Transaction Type Status Account All All Created By \$ 0.00 \$ 0.00 Filter by created date Start Date End Date Tracking ID MM/DD/YYYY MM/DD/YYYY ⊕ Save Filter in Favorite

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



## **Recurring Transactions**

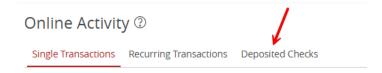
Select the 'Recurring Transactions' tab within the 'Online Activity' to view online transactions which are setup to occur in a series.



## **Deposited Checks**

Select the 'Deposited Checks' tab within the 'Online Activity' center to view historical checks that have been deposited using the Mobile Remote Deposit Capture functionality.

NOTE: You must be enrolled in Mobile Remote Deposit before this tab will appear on the 'Online Activity' screen.



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