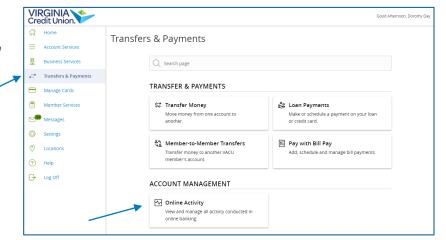




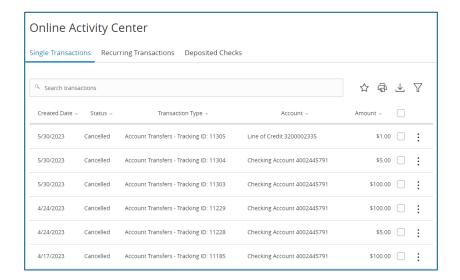
Select 'Transfers and Payments' from the menu, then under 'Account Management', select the 'Online Activity' tile.

Note: 'Online Activity Center' lists all user activity initiated from Online Banking and from the Mobile App.



## Single Transactions

 Defaulted to open, the 'Single Transactions' tab allows you to view onetime online transactions.



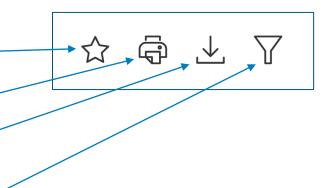


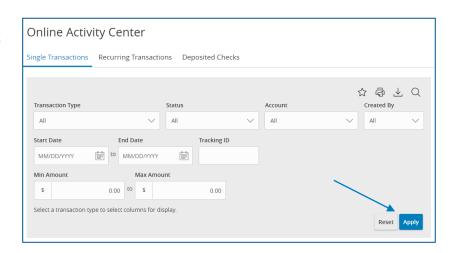


- 2. Click on a listed transaction to view additional details.
- 3. Select the 3 dots icon to display a menu of available actions corresponding with the transaction.



- 4. View additional options in the upper-right corner.
  - Select the star icon to assign the filtered criteria as a favorite for future use.
  - b. Select the printer icon to print the specified transactions.
  - c. Select the down-arrow icon to download the specified transactions to a csv formatted spreadsheet.
  - d. Select the 'Filters' option to reveal searchable fields.
  - e. Select the desired fields and then click 'Apply' to display the specified transactions.





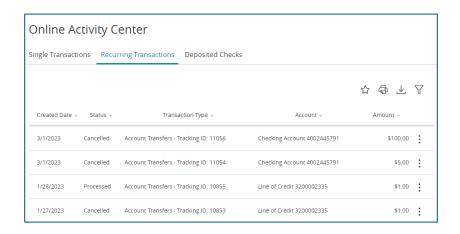


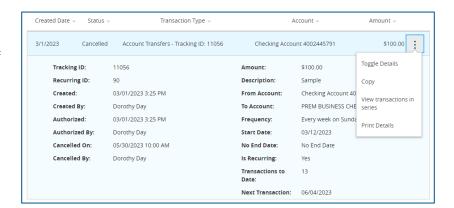


## How to Use the Online Activity Center

## **Recurring Transactions**

- Select the 'Recurring Transactions' tab within the Online Activity Center to view online transactions which are setup to occur in a series.
- Click on a listed transaction to view additional details.
- 3. Select the 3 dots icon to unhide a listing of available actions corresponding with the transaction.





## **Deposited Checks**

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

