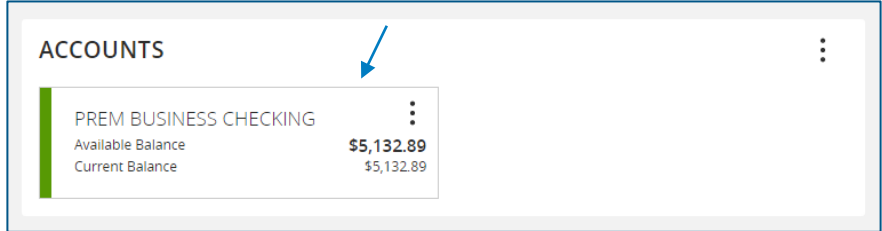**VIRGINIA Credit Union.**
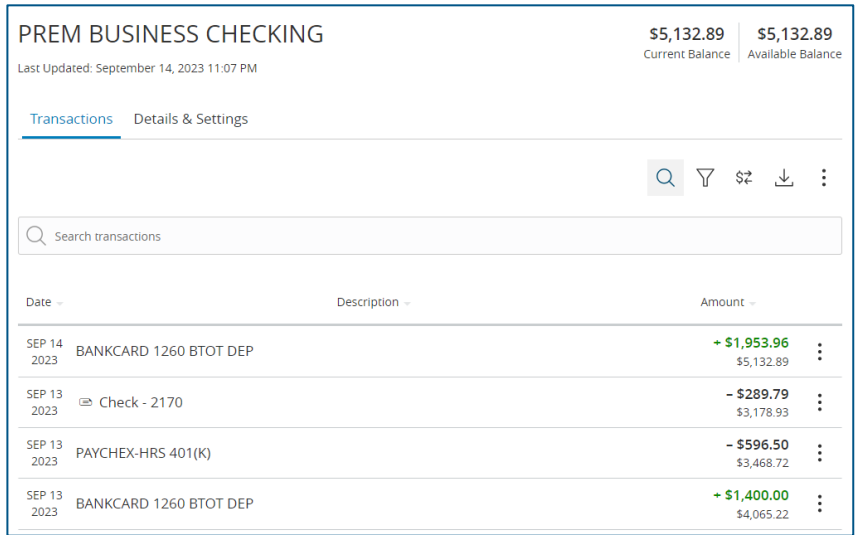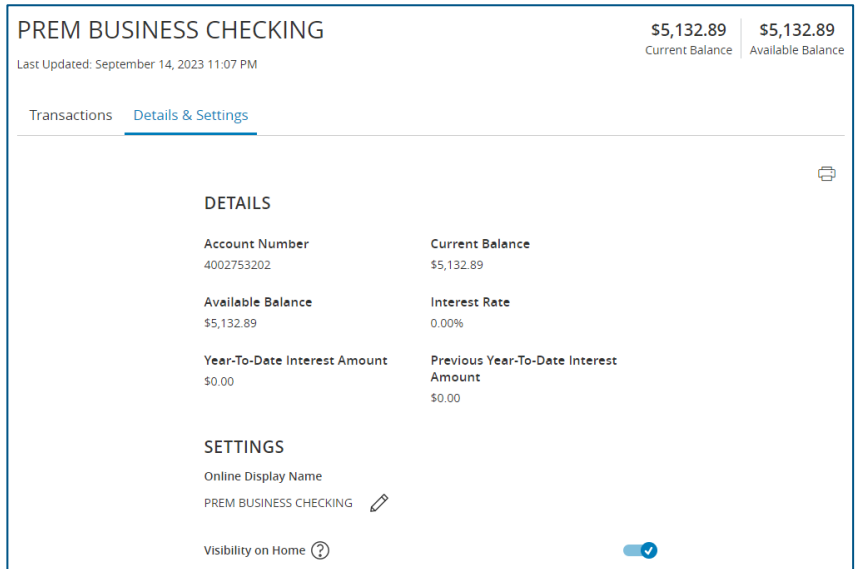
1. On the Home screen, select an account to view details and transaction history by clicking on the tile.

ACCOUNTS   ⋮

PREM BUSINESS CHECKING   ⋮
Available Balance   **$5,132.89**
Current Balance $5,132.89

2. View historical transactions, with the newest transactions listed at the top by default.

PREM BUSINESS CHECKING   **$5,132.89** | **$5,132.89**
Last Updated: September 14, 2023 11:07 PM   Current Balance | Available Balance

Transactions   Details & Settings

🔍 ▽ $⇄ ↓ ⋮

🔍 Search transactions

Date	Description	Amount	
SEP 14 2023	BANKCARD 1260 BTOT DEP	**+ $1,953.96** $5,132.89	⋮
SEP 13 2023	▭ Check - 2170	**– $289.79** $3,178.93	⋮
SEP 13 2023	PAYCHEX-HRS 401(K)	**– $596.50** $3,468.72	⋮
SEP 13 2023	BANKCARD 1260 BTOT DEP	**+ $1,400.00** $4,065.22	⋮

3. Select the Details & Settings tab to display the account details.

PREM BUSINESS CHECKING   **$5,132.89** | **$5,132.89**
Last Updated: September 14, 2023 11:07 PM   Current Balance | Available Balance

Transactions   Details & Settings

🖨

DETAILS

Account Number   **Current Balance**
4002753202 $5,132.89

Available Balance   **Interest Rate**
$5,132.89   0.00%

Year-To-Date Interest Amount   **Previous Year-To-Date Interest Amount**
$0.00 $0.00

SETTINGS

Online Display Name
PREM BUSINESS CHECKING ✎

Visibility on Home ⓘ   ●✓

4. Select the 'Filters' icon to view the various search criteria for all transaction history.

PREM BUSINESS CHECKING
Last Updated: September 14, 2023 11:07 PM

$5,132.89 | $5,132.89
Current Balance | Available Balance

Transactions   Details & Settings
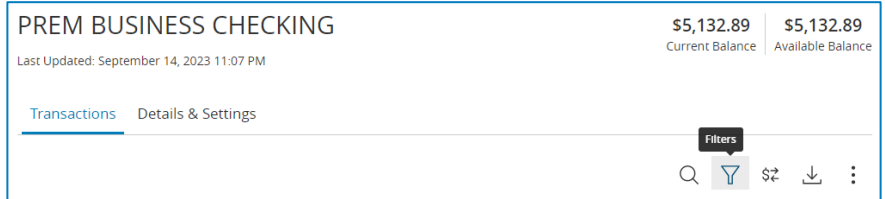
Filters

5. Select 'Apply Filters' after selecting the desired search criteria..

PREM BUSINESS CHECKING
Last Updated: September 14, 2023 11:07 PM

$5,132.89 | $5,132.89
Current Balance | Available Balance

Transactions   Details & Settings

Time Period

Description

Transaction Type

Min Amount
$ 0.00   to

Max Amount
$ 0.00

Starting Check #
                          to

Ending Check #

Reset   Apply Filters
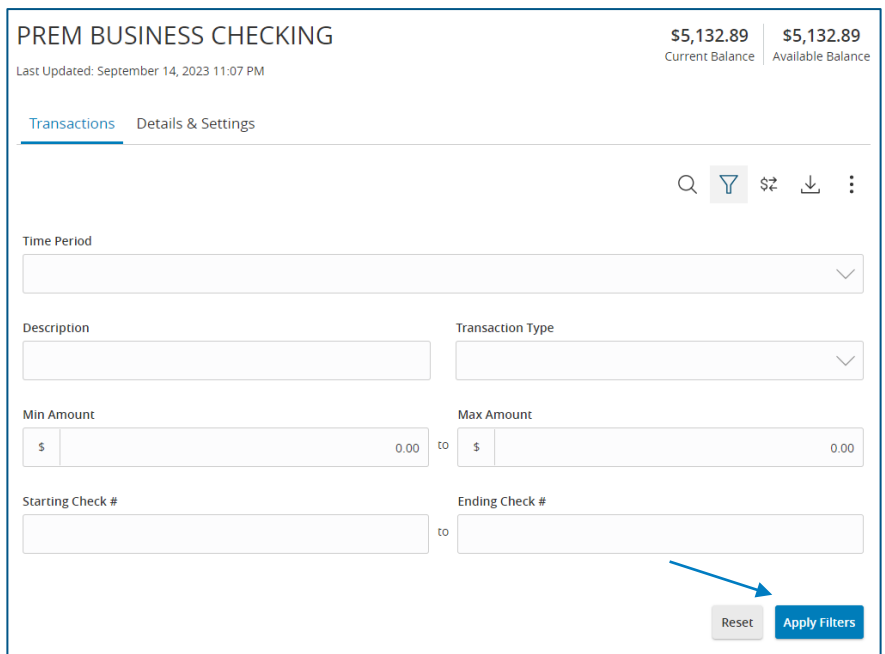
6. Select the 'Export' icon to display a listing of available file formats. The export will include all transactions specified in the filter by the user.
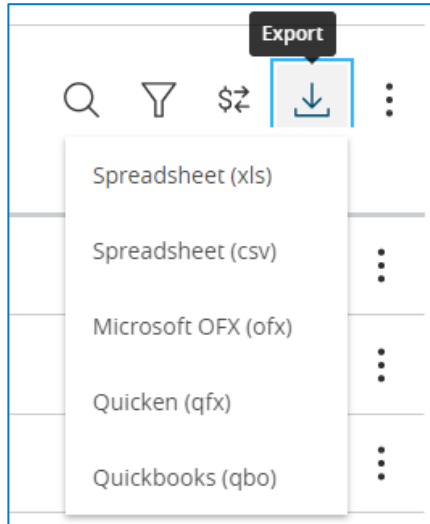
7. Select the 'Options' icon to display available actions.