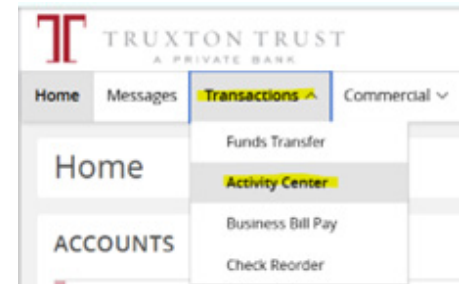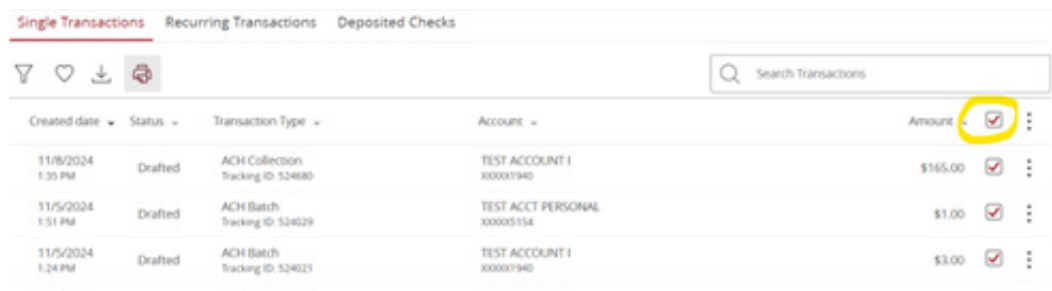# How to Export Data from the Digital Banking Platform

1. Log in to your online banking portal

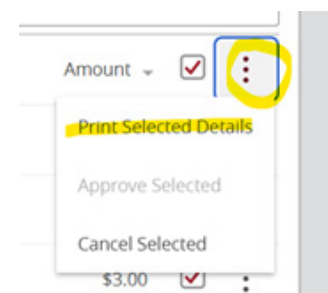2. Open the "Transactions" tab > Click on "Activity Center"

3. On the far-right side of the screen you will see boxes next to your transactions. You can individually select the box to the transaction you would like to export or if you want to export ALL the transaction, check the box at the very top to select all
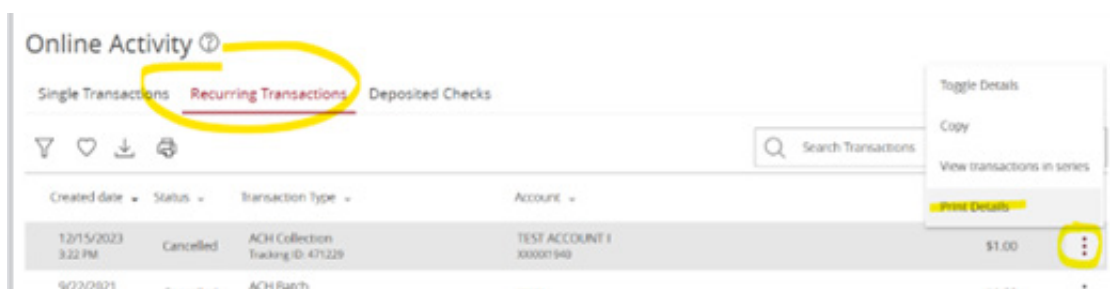

4. Click the 3 vertical dots on the right and then select "Print Selected Details"

* Reoccurring Transaction do not have the ability to export the data all at once. You will have to individually click on each reoccurring Transaction and print details.