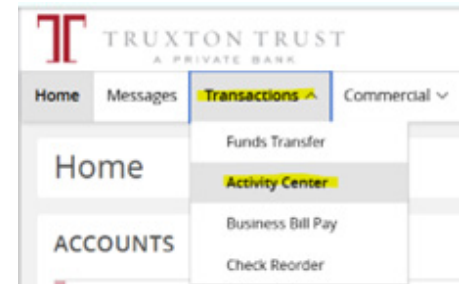
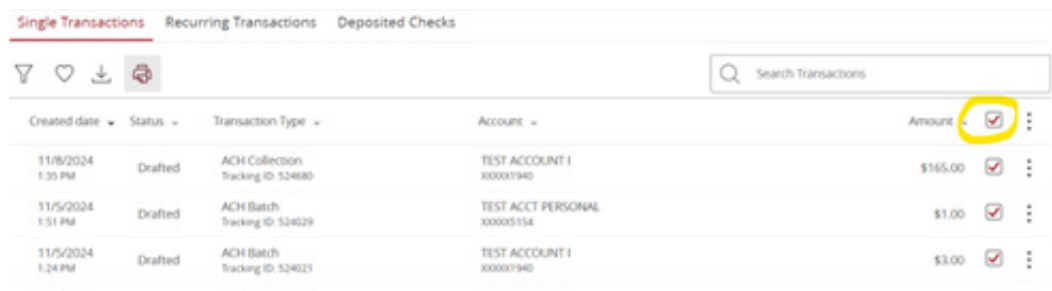


# How to Export Data from the Digital Banking Platform

1. Log in to your online banking portal
2. Open the "Transactions" tab > Click on "Activity Center"



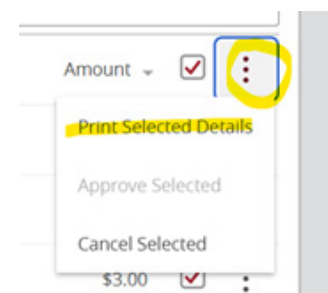
3. On the far-right side of the screen you will see boxes next to your transactions. You can individually select the box to the transaction you would like to export or if you want to export ALL the transaction, check the box at the very top to select all



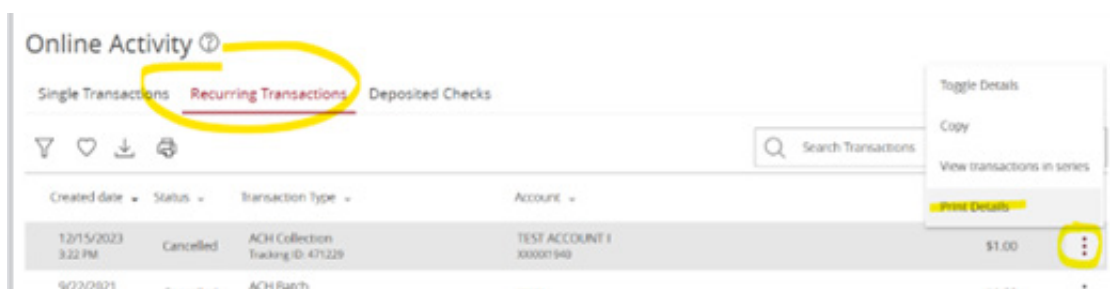
The screenshot shows the 'Single Transactions' tab with a list of transactions. The 'Amount' column has checkboxes for each transaction, and a larger checkbox is visible at the top right of the list.

Created date	Status	Transaction Type	Account	Amount	
11/8/2024 1:35 PM	Drafted	ACH Collection Tracking ID: 324680	TEST ACCOUNT 1 XXXXXXXXXX	\$165.00	<input checked="" type="checkbox"/>
11/5/2024 1:51 PM	Drafted	ACH Batch Tracking ID: 324629	TEST ACCT PERSONAL XXXXXXXXXX	\$1.00	<input checked="" type="checkbox"/>
11/5/2024 1:24 PM	Drafted	ACH Batch Tracking ID: 324621	TEST ACCOUNT 1 XXXXXXXXXX	\$3.00	<input checked="" type="checkbox"/>

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.



The screenshot shows the 'Recurring Transactions' tab with a list of transactions. A context menu is open for the first transaction, showing options like 'Toggle Details', 'Copy', 'View transactions in series', and 'Print Details' (highlighted in yellow).

Created date	Status	Transaction Type	Account	Amount	
12/15/2023 9:22 PM	Cancelled	ACH Collection Tracking ID: 471229	TEST ACCOUNT 1 XXXXXXXXXX	\$1.00	<input checked="" type="checkbox"/>
9/22/2021	Cancelled	ACH Batch	XXXX	\$1.00	<input type="checkbox"/>