

EXPORTING TRANSACTIONS

You can download and save your transactions through Online Banking. This way, you'll always have them when you need them.

HOW TO EXPORT TRANSACTIONS:

1. Log in to Online Banking.
2. Choose the **Transfers** tab and select **Export**.
3. Choose which account you want to export.
4. Choose the date range of the transactions.
5. Choose which format you want to export the transactions. The options are CSV (Excel spreadsheet), Quicken, and Quickbooks.
6. Follow your computer's steps to save the exported transactions.

