



How to Export / Download Your Web Connect File

Step 1: Login to your online banking and navigate to the account you wish to export, click on the account to view the transactions.

Step 2: Select the “Show Filters” Option and enter in the dates of the transactions to export

A screenshot of the 'Show Filters' interface. At the top is a button labeled 'Show Filters' with a downward arrow. Below it are several filter fields: 'DESCRIPTION' (text input), 'TYPE' (dropdown menu with 'All' selected), and 'TIME PERIOD' (dropdown menu with 'Custom Date' selected). Under 'TIME PERIOD', there are 'START DATE' and 'END DATE' fields, both with calendar icons. The start date is set to 11/1/2016 and the end date to 11/16/2016. There are also 'CHECK #' and 'AMOUNT' fields with 'to' indicators between them. At the bottom left is a 'Hide Filters' button with an upward arrow, and at the bottom right are 'Reset' and 'Apply Filters' buttons.

Step 3: Select the Export Button at the top right of the transaction view and select the appropriate file type for your accounting software

