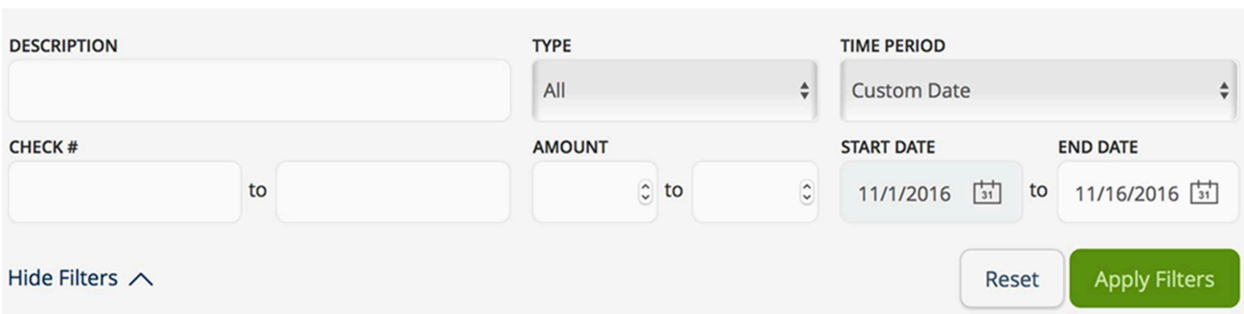
How to Export Transactions

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



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