



## 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

A screenshot of the 'Show Filters' interface. At the top left is a button labeled 'Show Filters' with a downward arrow. Below it is a filter panel with several sections: 'DESCRIPTION' with a text input field; 'TYPE' with a dropdown menu set to 'All'; 'TIME PERIOD' with a dropdown menu set to 'Custom Date'; 'CHECK #' with two text input fields separated by 'to'; 'AMOUNT' with two text input fields separated by 'to'; 'START DATE' with a date input field set to '11/1/2016' and a calendar icon; 'END DATE' with a date input field set to '11/16/2016' and a calendar icon. At the bottom left is a 'Hide Filters' button with an upward arrow. At the bottom right are two buttons: 'Reset' and 'Apply Filters'.

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

