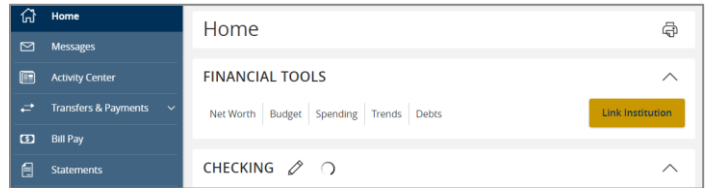


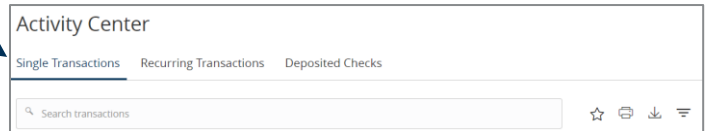
**NOTE:** 'Activity Center' lists all user activity initiated from within Online Banking.

1. Select 'Transactions' then 'Activity Center'.



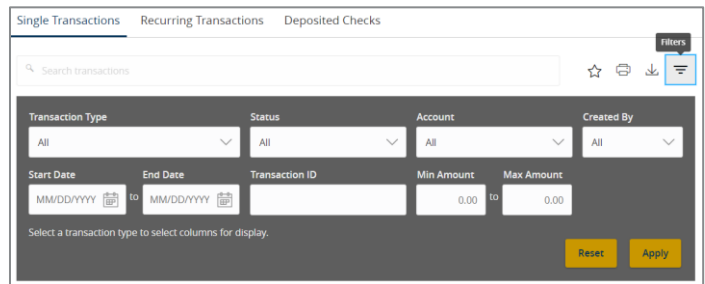
### Single Transactions

1. Select the 'Single Transactions' tab on the screen to view one-time online transactions.



2. Select the 'Filters' option to reveal searchable fields.

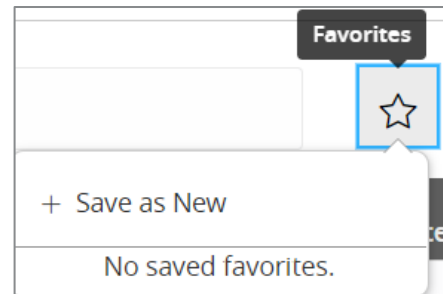
- a. Select the desired fields and then click 'Apply' to display the specified transactions.



- b. Select the down arrow icon above the top right corner of the filters box to download the specified transactions to a csv formatted spreadsheet.

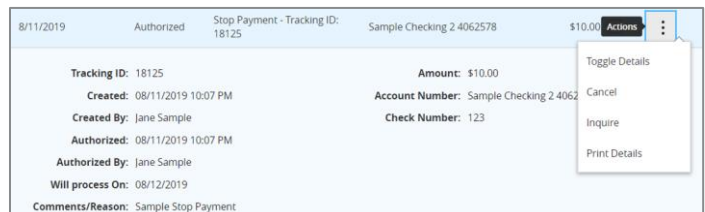
- c. Select the printer icon to print the specified transactions.

- d. Click the star icon to assign the filtered criteria as a "favorite" for future use.

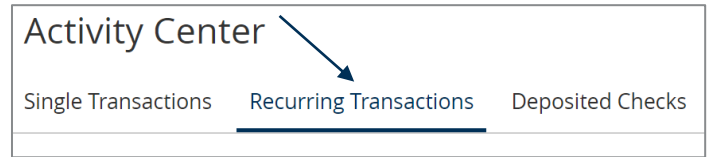


3. Click on a listed transaction to view additional details.

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- 4. Select the 'Actions' icon to unhide a listing of available actions corresponding with the transaction.



### Recurring Transactions

Select the 'Recurring Transactions' tab within the 'Activity Center' to view online transactions which are setup to occur in a series.

### Deposited Checks

Select the 'Deposited Checks' tab within the 'Activity Center' to view historical checks that have been deposited using the Mobile Remote Deposit Capture functionality.

**NOTE: You must be enrolled in Mobile Remote Deposit before this tab will appear on the 'Activity Center' screen.**

