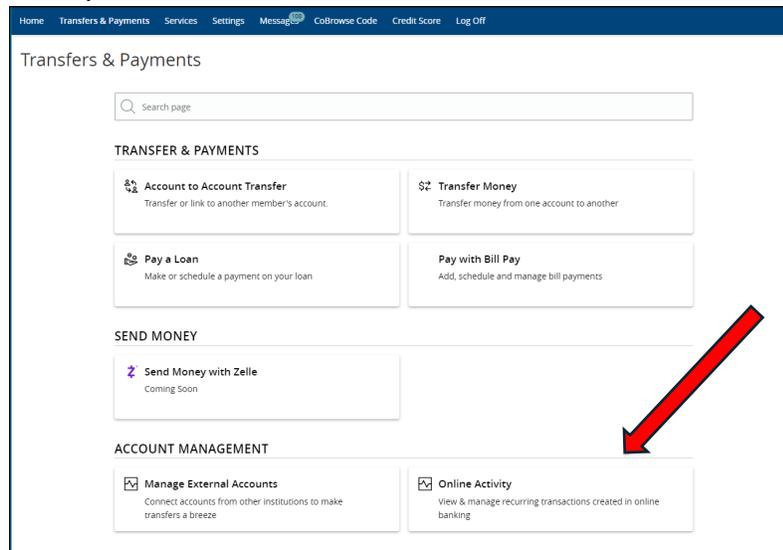


Follow this guide to access the online activity center within digital banking. The 'Activity Center' lists all user activity initiated from within Online Banking.

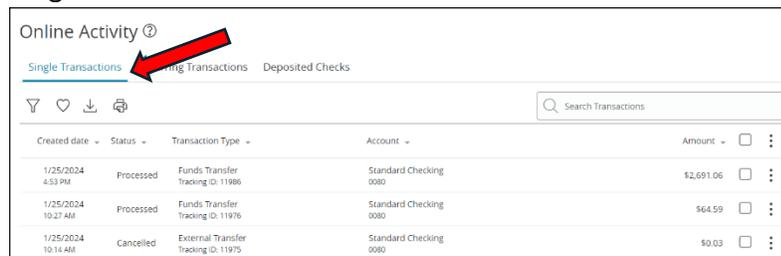
Step 1: Navigate to the Online Activity Portal

- Select Transfers & Payments in the main menu. Then select the 'Online Activity' tile.



Step 2: Select Online Activity to View

- There are three different activity activity types that you can view from this portal. They are Single Transactions, recurring transactions, and deposited checks.
- **Single Transactions**
 - Select the 'Single Transactions' tab on the screen to view one-time online transactions.

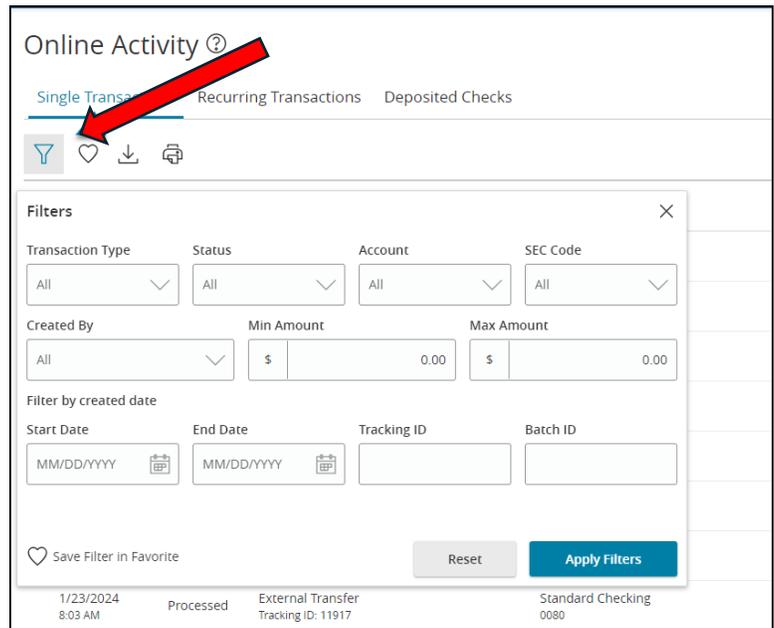


The screenshot shows the 'Online Activity' page with three tabs: 'Single Transactions', 'Recurring Transactions', and 'Deposited Checks'. The 'Single Transactions' tab is selected and highlighted with a red arrow. Below the tabs is a search bar and a table of transactions.

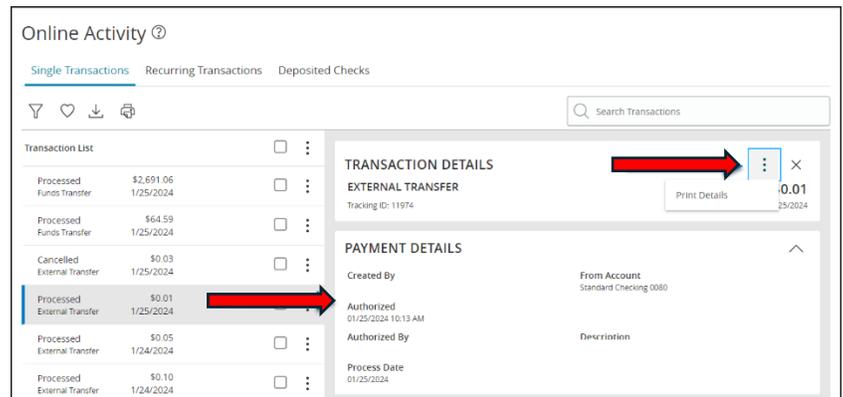
Created date	Status	Transaction Type	Account	Amount
1/25/2024 4:53 PM	Processed	Funds Transfer Tracking ID: 11986	Standard Checking 0080	\$2,691.06
1/25/2024 10:27 AM	Processed	Funds Transfer Tracking ID: 11976	Standard Checking 0080	\$64.59
1/25/2024 10:16 AM	Cancelled	External Transfer Tracking ID: 11975	Standard Checking 0080	\$0.03

(Continued on next Page)

- Select the 'Filters' option to reveal searchable fields.
- Select the desired fields and then click 'Apply' to display the specified transactions.
- Select the down arrow icon above the top right corner of the filters box to download the specified transactions to a csv formatted spreadsheet.
- Select the printer icon to print the specified transactions.
- Click the heart icon to assign the filtered criteria as a "favorite" for future use.

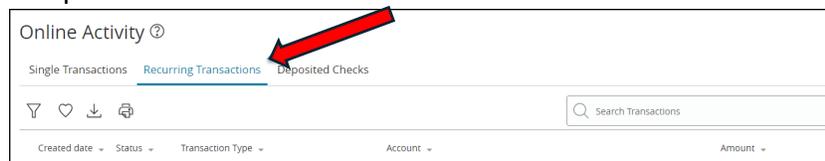


- Click on a listed transaction to view additional details.
- Select the 'Actions' icon to unhide a listing of available actions corresponding with the transaction.



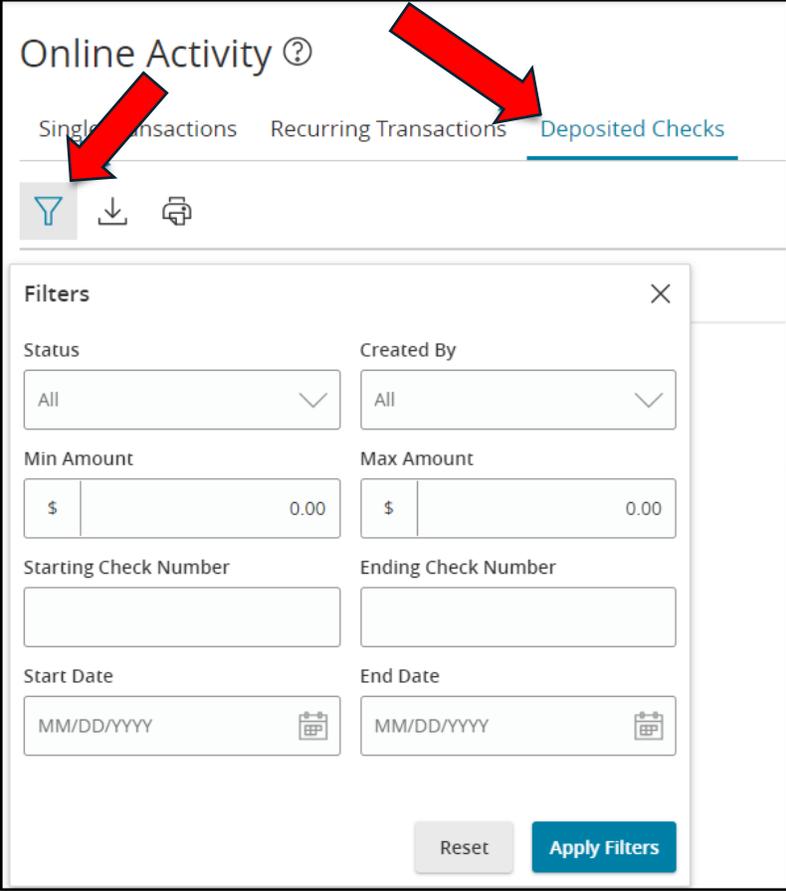
● Recurring Transactions

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



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



The screenshot displays the 'Online Activity' interface. At the top, there are three tabs: 'Single Transactions', 'Recurring Transactions', and 'Deposited Checks'. The 'Deposited Checks' tab is selected and highlighted with a red arrow. Below the tabs, there are three icons: a funnel (filters), a download arrow, and a printer icon. A 'Filters' modal is open, showing various filter options. The modal includes a close button (X) in the top right corner. The filters are organized into two columns:

Filter Category	Value
Status	All
Created By	All
Min Amount	\$ 0.00
Max Amount	\$ 0.00
Starting Check Number	
Ending Check Number	
Start Date	MM/DD/YYYY
End Date	MM/DD/YYYY

At the bottom of the modal, there are two buttons: 'Reset' and 'Apply Filters'.