

Activity Center

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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.

Home	Transfers & P	ayments	Services	Settings	Messag	CoBrowse Code	Credit	t Score	Log Off	
Tran	sfers &	Payn	nents							
		Q Search page								
		TRANSFER & PAYMENTS								
		ີ່ Account to Account Transfer Transfer or link to another member's account.				ount.		\$ 2 Tr	ransfer Money ansfer money from one account to another	
		Se Pay a Loan Make or schedule a payment on your loan				n		Pa Ac		
		SEND MONEY								
		Send Money with Zelle Coming Soon								
		ACCOUNT MANAGEMENT								
	Manage External Accounts Connect accounts from other institutions to make transfers a breeze				Vie ba	nline Activity ew & manage recurring transactions created in online nking				

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.

Online Activity [®] Single Transactions Deposited Checks							
7 ♡ ⊥ ₫	þ			Q Search Transactions			
Created date 🚽 Star	itus 👻	Transaction Type 👻	Account 👻		Amount 👻		:
1/25/2024 Pr 4:53 PM	rocessed	Funds Transfer Tracking ID: 11986	Standard Checking 0080		\$2,691.06		:
1/25/2024 Pr 10:27 AM	rocessed	Funds Transfer Tracking ID: 11976	Standard Checking 0080		\$64.59		:
1/25/2024 Ca 10:14 AM	ancelled	External Transfer Tracking ID: 11975	Standard Checking 0080		\$0.03		:

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0.00

SEC Code

Batch ID

0080

Apply Filters

Standard Checking

All

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\$

Reset

0.00

Max Amount

Activity Center

- 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.

Dnline Activity ^①							
Single Transactions Recurring Transactions Deposited Checks							
7 ♡ ⊥	\$				Q Search Transactions		
ansaction List			÷	TRANSACTION DETAILS			
Processed Funds Transfer	\$2,691.06 1/25/2024		÷	EXTERNAL TRANSFER	Print Details 25/20/		
Processed Funds Transfer	\$64.59 1/25/2024		÷				
Cancelled External Transfer	\$0.03 1/25/2024		:	PAYMENT DETAILS	From Account		
Processed External Transfer	\$0.01 1/25/2024		=>	Authorized 01/25/2024 10:13 AM	standard Checking Obsu		
Processed External Transfer	\$0.05 1/24/2024		÷	Authorized By	Description		
Processed External Transfer	\$0.10 1/24/2024		:	Process Date 01/25/2024			

Recurring Transactions Deposited Checks

Account

Tracking ID

All

• Recurring Transactions

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

Online Activity 🛈

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Status

All

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End Date

Processed

MM/DD/YYYY

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Min Amount

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External Transfer Tracking ID: 11917

\$

Single Trans

Transaction Type

Filter by created date Start Date

MM/DD/YYYY

C Save Filter in Favorite

1/23/2024 8:03 AM

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Filters

All

All

Created By

Online Activity ^③		
Single Transactions Recurring Transactio	ns Deposited Checks	
$\land \heartsuit \land \clubsuit$		Q Search Transactions
Created date 👻 Status 👻 Transaction Type	✓ Account ↓	Amount 👻

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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

Online Activity ^③					
Singly insactions Recurri	ing Transactions Deposited Checks				
7 ⊥ Ģ					
Filters	×				
Status	Created By				
All	All				
Min Amount	Max Amount				
\$ 0.00	\$ 0.00				
Starting Check Number	Ending Check Number				
Start Date	End Date				
MM/DD/YYYY	MM/DD/YYYY				
	Reset Apply Filters				