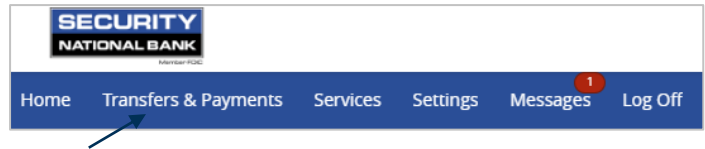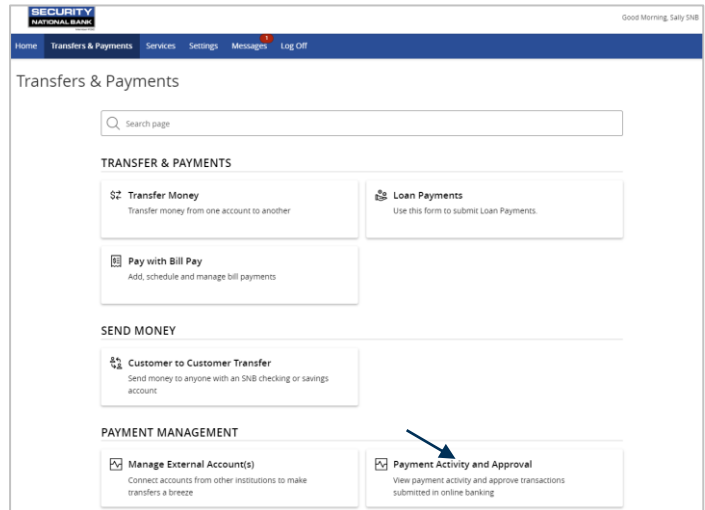**NOTE:** 'Activity Center' lists all user activity initiated from within Online Banking.

1. From the Home Page, select 'Transfers & Payments'.

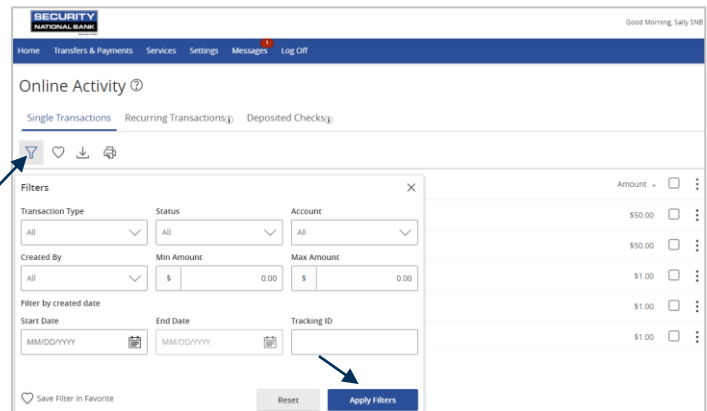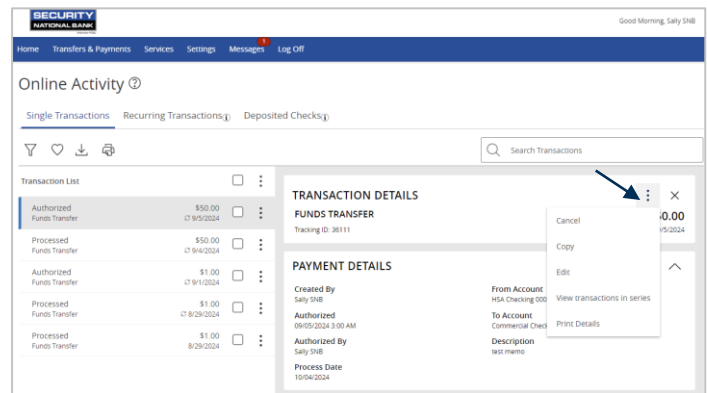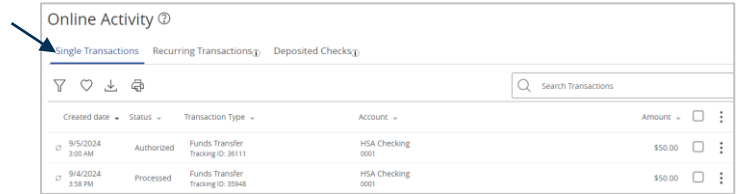2. Then select "Payment Activity and Approval'.

Questions? Please call our Customer Care Center toll-free at 855-614-4061.

Single Transactions

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

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

3. Select the 'three dots' icon to unhide a listing of available actions corresponding with the transaction.

4. Select the 'Filters' option to reveal searchable fields.
   a. Select the desired fields and then click 'Apply Filters' to display the specified transactions.

   b. Click on the heart icon to save the filter as a favorite.

   c. Select the down arrow icon to export the online transactions to a csv spreadsheet.

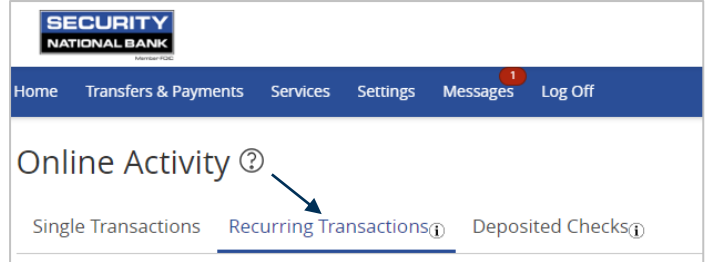   d. Select the printer icon to print the online transactions.

Questions? Please call our Customer Care Center toll-free at 855-614-4061.
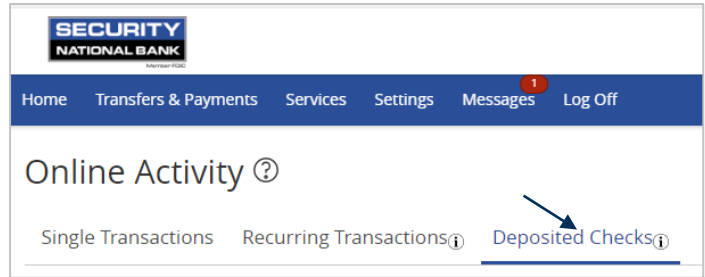
Recurring Transactions

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

Deposited Checks

Select the 'Deposited Checks' tab within the 'Online Activity' 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 'Online Activity' screen.

Questions? Please call our Customer Care Center toll-free at 855-614-4061.