



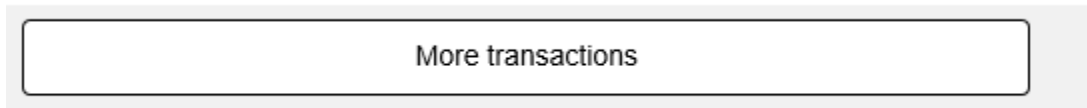
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Business Online Banking – Activity Manager Information

Activity Manager is a new feature to Business Online Banking!

This service will allow you to search, view and export transactions from an extended transaction history.

- Log into Business Online Banking
- Click on the account you wish to review
- Scroll to the bottom of the list of transactions and you will see this button:



- Click on that button to see previous transactions.

The 18 months are not retroactive however, so depending on your statement cycle, you will begin to see history “grow” from your last statement date.

If you have a specific date range, dollar amount or check number you want to review or export, you can do a search using the Search transactions feature along the right side of the screen.

Search transactions

Activity *

Start date *

End date *

Type *

Amount

Example: 40 or 10.00-50.00

Check number

Example: 101 or 101-120

* Indicates required field

If you have any questions on this new service, please feel free to contact us at 920-563-6616.