

Steps to Save / Download Account Activity

- 1) Log into online banking
- 2) Select Account
- 3) Click on the Download Icon and Select the desired Format

The screenshot displays the Providence Bank Cash Management online banking interface. The left sidebar contains navigation options: View Accounts, Move Money, ACH, Wires, Positive Pay, Company Management, Deposit Checks, Manage Cards, Find Locations, Messages, Manage Alerts, Reports, Documents, and Log Out. The main content area is titled 'CASH MANAGEMENT' and includes the Providence Bank logo. It features an 'OVERVIEW' section with a 'NEXT 7 DAYS' filter and several categories: ACH Batches (0 batches awaiting approval, 0 SCHEDULED), TAX PAYMENTS (0 payments awaiting approval, 0 SCHEDULED), WIRE TRANSFERS (0 wires awaiting approval, 0 SCHEDULED / 1 REJECTED), and POSITIVE PAY (1 exception awaiting approval). Below this is a 'MY ACCOUNTS (2)' section showing a total deposit of \$3,768.28, updated on April 10, 2019. A notification prompts the user to sign up for eStatements. At the bottom, two accounts are listed: 'Carole Hair Operating Account' with a balance of \$20.00, and 'Carole Hair Reserve Fund' with a balance of \$3,748.28.

Account Name	Account ID	Balance
Carole Hair Operating Account	40885	\$20.00 BALANCE: \$20.00
Carole Hair Reserve Fund	41805	\$3,748.28 BALANCE: \$3,748.28

The page will open showing most recent transactions, click on the Download Icon:

Carole Hair Operating Account #0885
Available Balance
\$20.00

Sort: DATE (NEWEST FIRST) ↕

Updated: Apr 10, 2019 7:20:27 PM ↻

Monday, April 8, 2019

CK # 1107 查	-\$10.00	\$20.00
Deposit 查	\$10.00	\$30.00

Select the Download Format and Period:

Carole Hair Operating Account #0885
Available Balance
\$20.00

Sort: DATE (NEWEST FIRST) ↕

CSV ↕

4/1/19 ↕ 4/10/19 ↕

DOWNLOAD

After clicking "Download" the file will automatically open in the desired format:

	A	B	C	D	E	F
1	Date	Type	Description	Category	Amount	Balance
2	4/8/2019	Debit	CK # 1107		-10	20
3	4/8/2019	Deposit	Deposit		10	30