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Note, **Activity Center** lists all user activity initiated from within Online Banking.

1. Select **Transactions** then **Activity Center**.
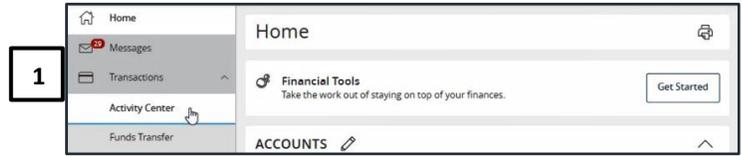
Single Transactions

1. Select the **Single Transactions** tab on the screen to view one-time online transactions.
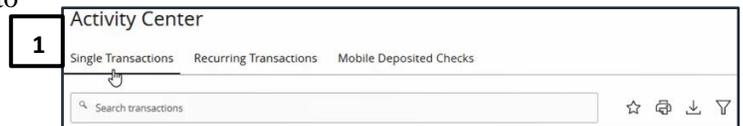
2. Select the **Filters** option to reveal searchable fields.

    a. Select the desired fields and then click **Apply** to display the specified transactions.

    b. Select the down arrow icon above the top right corner of the filters box to download the specified transactions to a csv formatted spreadsheet.

    c. Select the **printer** icon to print the specified transactions.
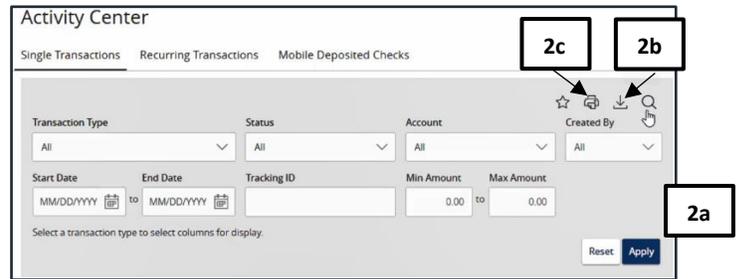
    d. Click the star icon to assign the filtered criteria as a **favorite** for future use.

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

4. Select the **Actions** icon to unhide a listing of available actions corresponding with the transaction.
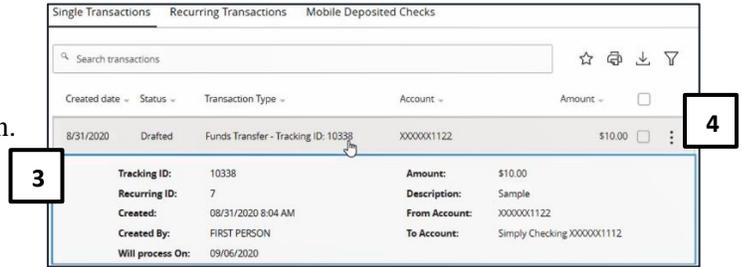
Recurring Transactions

1. Select the **Recurring Transactions** tab within the **Activity Center** to view online transactions which are setup to occur in a series.

Mobile Deposited Checks

1. Select the **Mobile Deposited Checks** tab within the **Activity Center** 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 **Activity Center** screen.

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