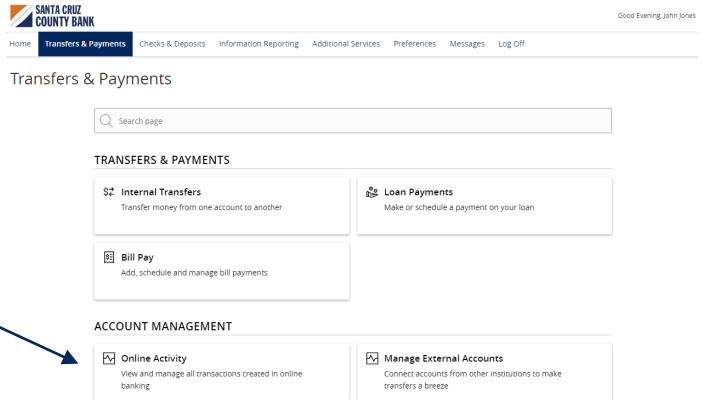


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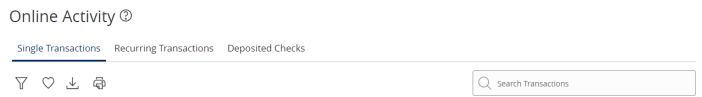
NOTE: 'Activity Center' lists all user activity initiated from within Online Banking.

1. Select 'Transfers & Payments' then 'Online Activity'.

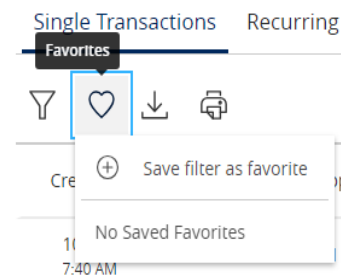
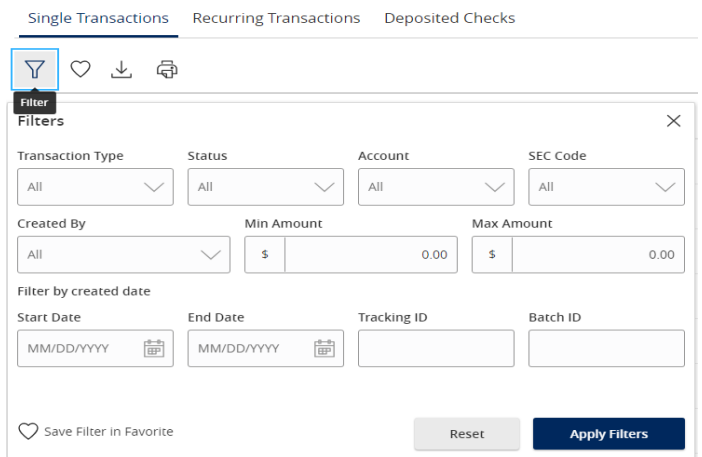


Single Transactions

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 left 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 heart 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.

The screenshot shows a 'Transaction List' on the left with columns for status, amount, and date. A transaction for \$0.50 on 10/30/2023 is selected. The right pane shows 'TRANSACTION DETAILS' for a 'FUNDS TRANSFER' with a tracking ID of 10865. Below this, 'PAYMENT DETAILS' shows the transaction was created and authorized by Paul Haggarth on 10/30/2023 at 7:41 AM, moving funds from a Business Basic 9999 account to an Acc't Analysis 9996 account. At the bottom, 'TRANSACTION PROCESS' shows a flow from 'Company' to 'Financial Institution' with four steps: Drafted (10/30/2023 7:40 AM), Approved (10/30/2023 7:41 AM), Authorized (10/30/2023 7:41 AM), and Processed (10/30/2023).

Recurring Transactions

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

The screenshot shows the 'Online Activity' page with three tabs: 'Single Transactions', 'Recurring Transactions', and 'Deposited Checks'. The 'Recurring Transactions' tab is active. Below the tabs is a search bar for 'Search Transactions' and a table of transactions. The table has columns for 'Created date', 'Status', 'Approvals', 'Transaction Type', 'Account', and 'Amount'. One transaction is listed: 10/31/2023 9:38 AM, Drafted, 0 of 1, ACH Batch (Tracking ID: 10864), Business Basic 9999, and \$0.00.

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.

NOTE: You must be enrolled in Mobile Remote Deposit before this tab will appear on the 'Activity Center' screen.

The screenshot shows the 'Online Activity' page with the 'Deposited Checks' tab selected. The page displays a search bar and a table with columns for 'Date', 'Status', 'Check number', 'Account', and 'Amount'. Below the table, there is a check icon and the text 'No checks found'.



Questions? We're here to help. eBanking@sccountybank.com. 831.457.5000 option 1

