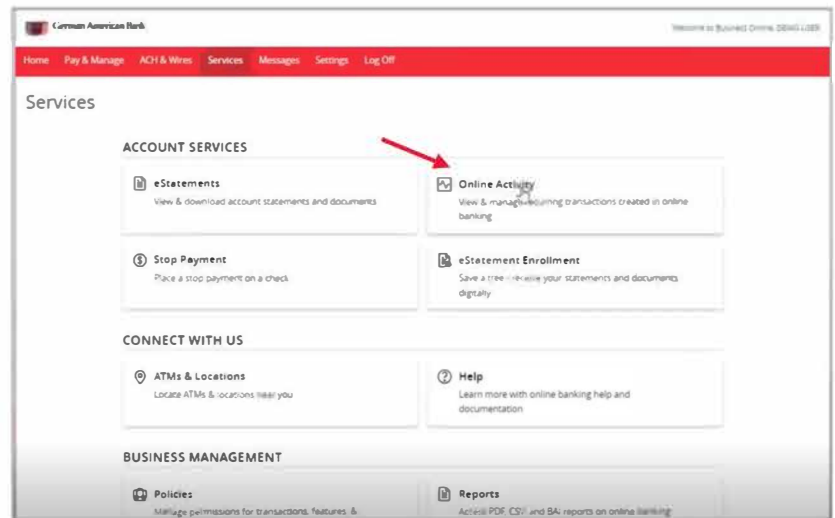
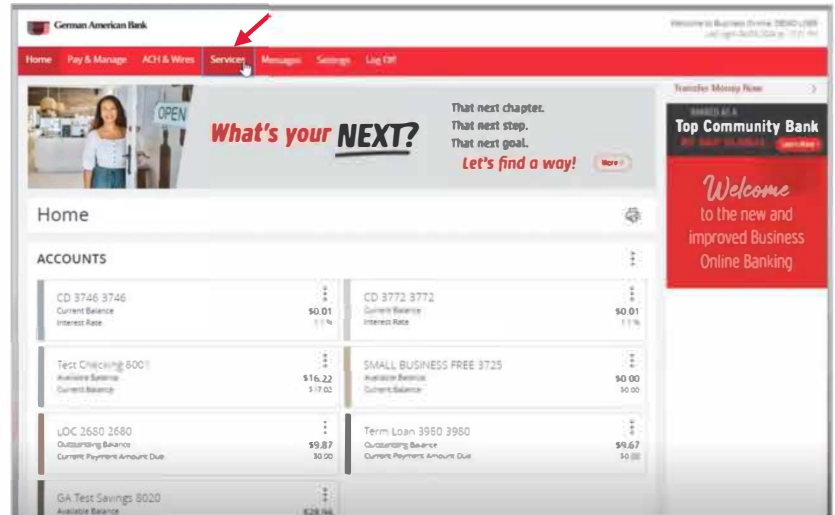


NOTE: 'Online Activity' lists all user activity initiated from within Online Banking.

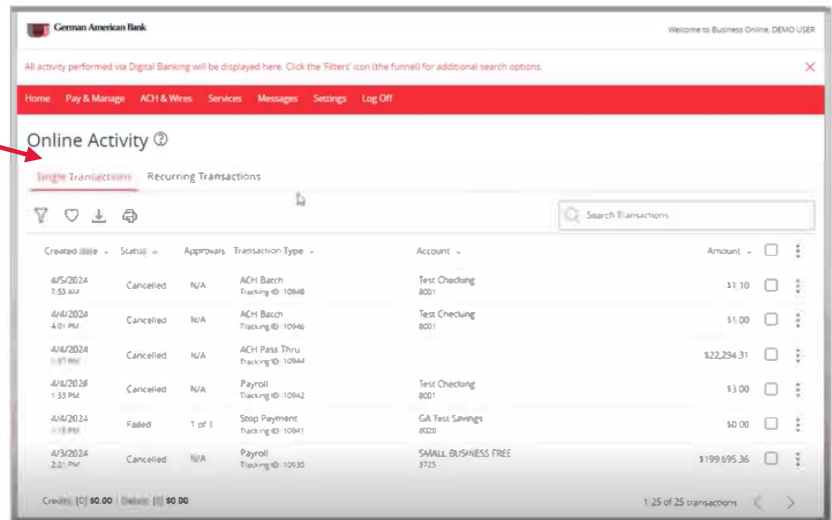
1. Select 'Services' then 'Online Activity'.



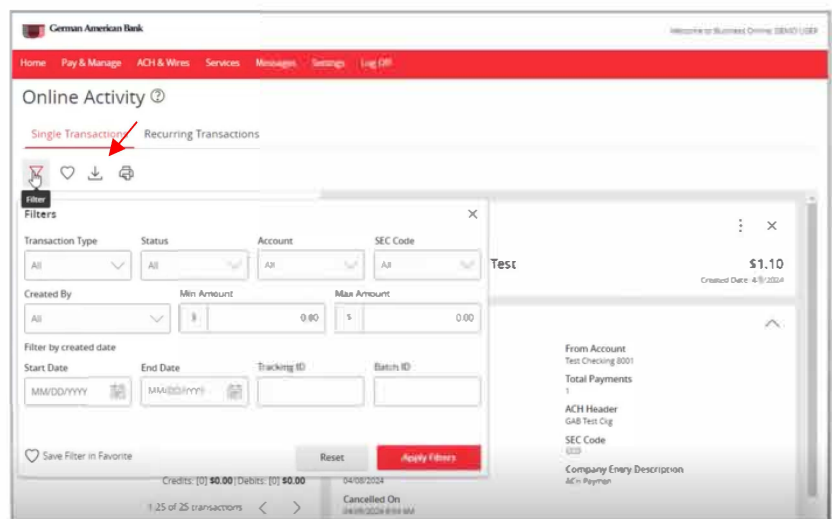
We're here to help. Treasury Support: 800-697-0049
treasury.management@heartland.bank

Single Transactions

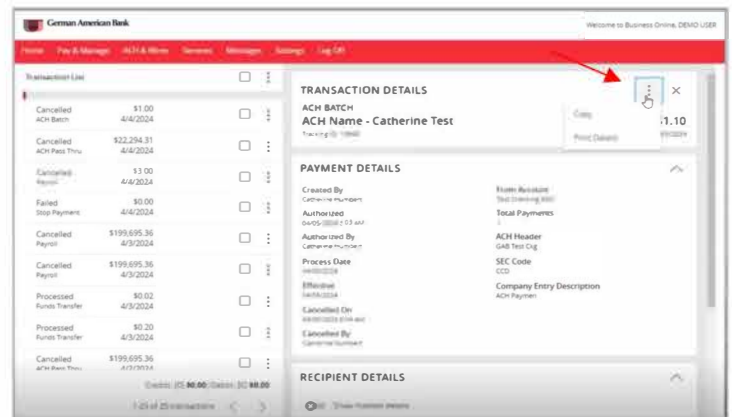
2. Select the 'Single Transactions' tab on the screen to view one-time online transactions.



3. Select the 'Filters' option to reveal searchable fields.
 - a. Select the desired fields and then click 'Apply filters' 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.



- Click on any online transaction listed to view additional details. Select the 'Actions' icon on desired transaction to unhide a listing of available actions corresponding with the transaction.



Recurring Transactions

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

