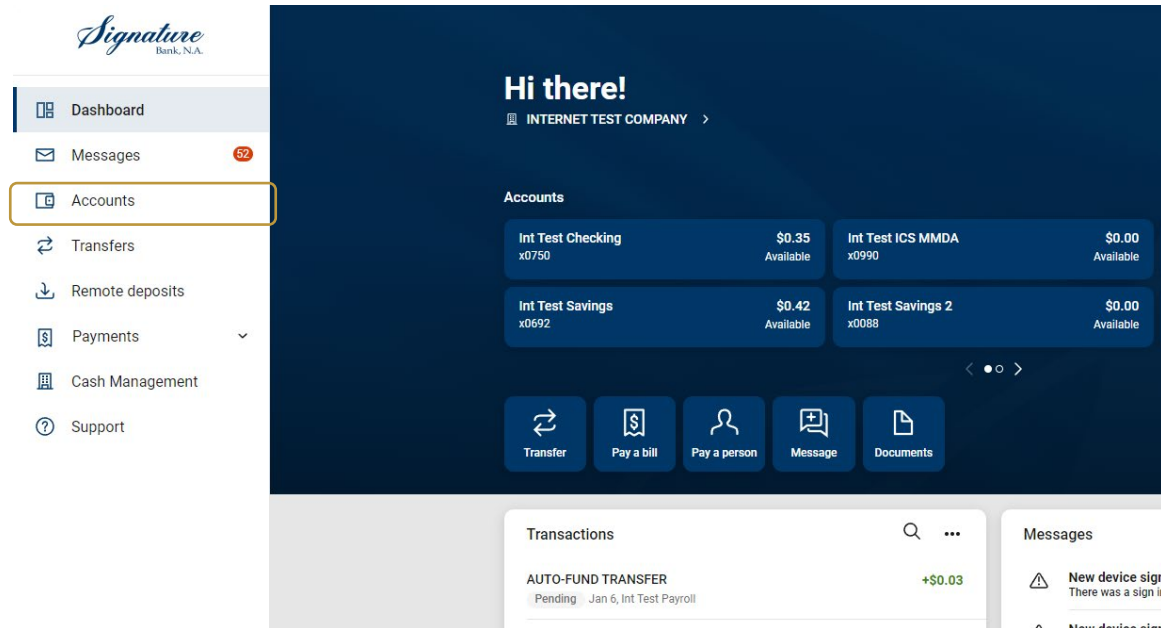




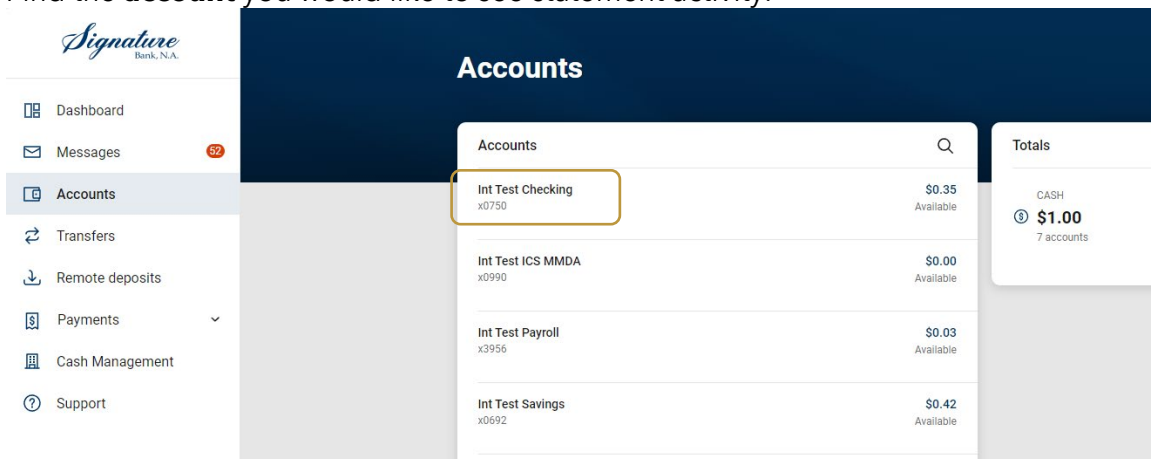
How to View and Download Transaction Information Before eStatements are Available

If you do not wish to enroll in eStatements or want to begin reviewing your statement information before eStatements are released, another option to quickly print or download account history is available by performing the following steps.

1. Select **Accounts**.

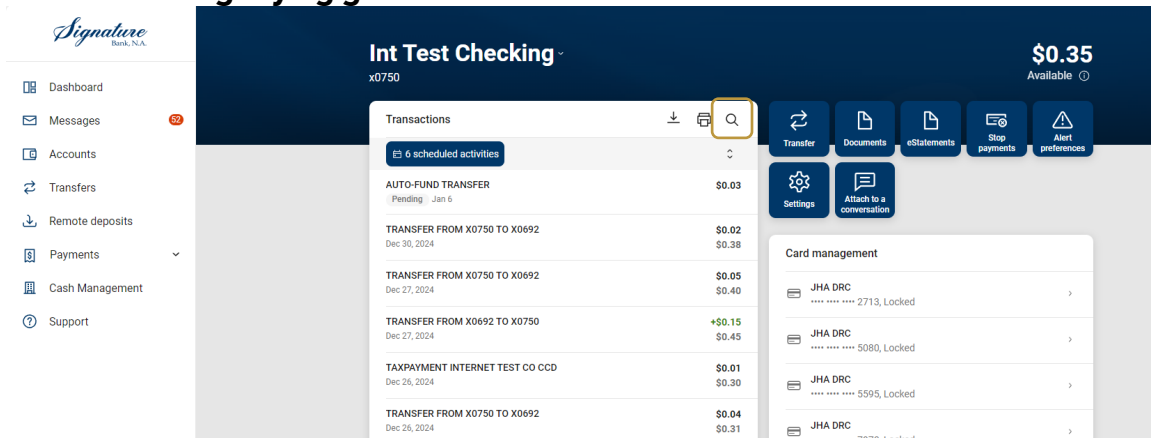


2. Find the **account** you would like to see statement activity.

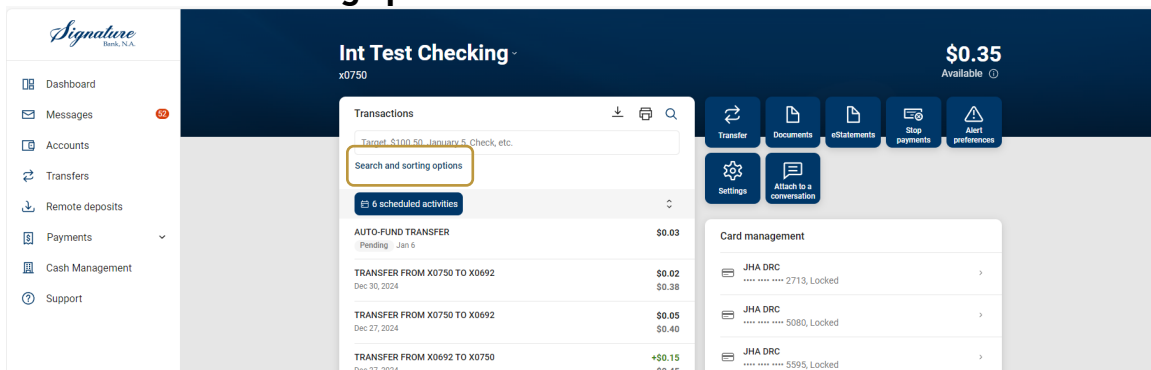




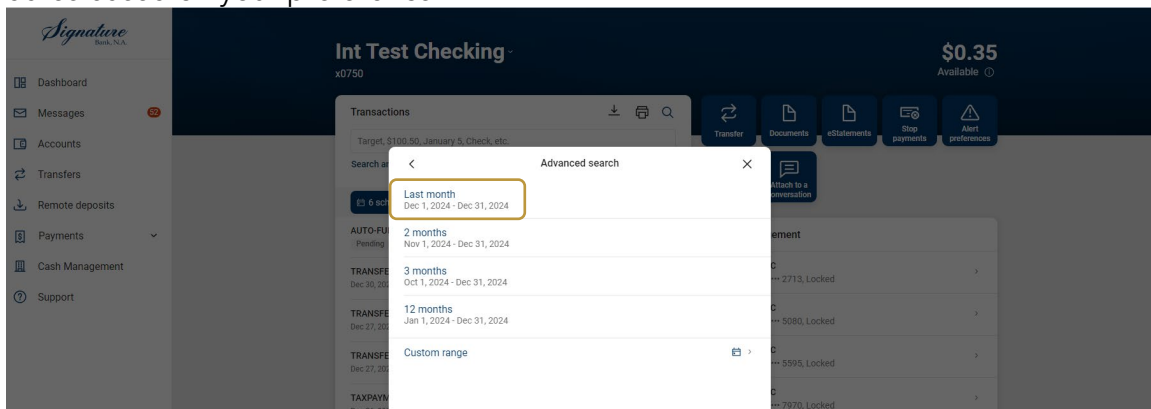
- Click on the **magnifying glass**.



- Select **Search and sorting options**.



- For the Date Range, click on **Select**, then choose **Last Month** or any other selected range of dates based on your preference.



- For **Checks only**:



- a. Change **Transaction Type** to **Debits** and **Include Checks** – deselect other options.

An "Advanced search" dialog box with a white background and a dark blue header. The header contains a back arrow on the left, the text "Advanced search" in the center, and a close "X" icon on the right. Below the header is a list of options. "All debits & credits" is the first option. "Credits" is the second. "Debits" is the third and is selected, indicated by a blue checkmark to its right. Below "Debits" is a section header "Type". "Include checks" is the fourth option and is also selected with a blue checkmark. "Include electronic transactions" is the fifth option and is not selected.

- b. Change **Sort** to **Check Number Ascending**.

An "Advanced search" dialog box, similar to the one above. The header is the same. Below the header is a sort selection area with two buttons: "Ascending" (which is highlighted in dark blue) and "Descending". Below this is a list of sort options. "Default" is the first. "Date" is the second. "Check number" is the third and is selected with a blue checkmark. "Amount" is the fourth. "Debit/credit" is the fifth.

- c. Click **Search**.



Advanced search ×

Date range

Last month
Jan 1, 2025 - Jan 31, 2025

Has the words

Amount

\$ Minimum

\$ Maximum

Check number

Starting with

Ending with

Transaction type

Debits
excluding electronic

Sort by

Check number
Ascending

Search

Cancel

7. Be sure to scroll to the bottom of the list and click **See More** to ensure all transactions are visible in your list.

Signature Bank, N.A.

Dashboard

Messages

Accounts

Transfers

Remote deposits

Payments

Cash Management

Support

TRSF FROM INT TEST SAVINGS TRANSFER TO TEST DUP WIRES CON...
Mar 29, 2024
+\$0.10
\$0.59

TRNSF TO INT TEST SAVINGS CONFIRMATION NUMBER 311240073
Mar 11, 2024
\$0.01
\$0.49

TRSF FROM INT TEST SAVINGS CONFIRMATION NUMBER 311240074
Mar 11, 2024
+\$0.01
\$0.50

CHECK 3283
Mar 8, 2024
\$1.00
\$0.49

DEPOSIT
Mar 8, 2024
+\$1.00
\$1.49

CHECK 3287
Nov 14, 2023
\$1.00
\$0.49

DEPOSIT
Nov 14, 2023
+\$1.00
\$1.49

REVERSAL OF STOP PAYMENT FEE TESTING
Sep 26, 2023
+\$25.00
\$0.49

WIRE TRANSFER CREDIT INTERNET TEST COMPANY ATTN: MELISSA...
Sep 26, 2023
+\$0.25
-\$24.51

STOP PAYMENT CHARGE
Sep 25, 2023
\$25.00
-\$24.76

WIRE TRANSFER DEBIT TEST ACCOUNT XXXX5621 XXXX7890 4607 W. ...
Sep 25, 2023
\$0.25
\$0.24

See more

My profile
Christopher A. Wilson

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8. Click the **Printer** icon to print the transaction history.

The screenshot shows the 'Int Test Checking' screen for account x0750. The balance is \$0.35. The transactions list includes:

DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE
12/30/2024	TRANSFER FROM X0750 TO X0692	-\$0.02		\$0.38
12/27/2024	TRANSFER FROM X0750 TO X0692	-\$0.05		\$0.40
12/27/2024	TRANSFER FROM X0692 TO X0750		+\$0.15	\$0.45
12/26/2024	TAXPAYMENT INTERNET TEST CO CCD	-\$0.01		\$0.30
12/26/2024	TRANSFER FROM X0750 TO X0692	-\$0.04		\$0.31

9. If **print** is selected, this will open a tab that produces the statement activity / descriptive transactions and a running balance.

The screenshot shows the 'Print' screen for the transaction history. The printer icon is highlighted in the top right of the transactions list. The print options include:

- Printer: Save as PDF
- Layout: Portrait (selected), Landscape
- Pages: All (selected), Odd pages only, Even pages only

The transaction history table is displayed:

DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE
12/30/2024	TRANSFER FROM X0750 TO X0692	-\$0.02		\$0.38
12/27/2024	TRANSFER FROM X0750 TO X0692	-\$0.05		\$0.40
12/27/2024	TRANSFER FROM X0692 TO X0750		+\$0.15	\$0.45
12/26/2024	TAXPAYMENT INTERNET TEST CO CCD	-\$0.01		\$0.30
12/26/2024	TRANSFER FROM X0750 TO X0692	-\$0.04		\$0.31
12/26/2024	TRANSFER FROM X0750 TO X0692 SMS TEST	-\$0.01		\$0.35
12/24/2024	TRANSFER FROM X0750 TO X0692	-\$0.02		\$0.36
12/24/2024	TRANSFER TO SAVINGS ACCT NO. XXXX0692	-\$0.01		\$0.38
12/24/2024	TAXPAYMENT INTERNET TEST CO CCD		+\$0.01	\$0.39
12/23/2024	TRANSFER FROM X0750 TO X0692	-\$0.01		\$0.38

10. Click the **Arrow** icon to download the transaction history data.

The screenshot shows the 'Int Test Checking' screen for account x0750. The balance is \$0.35. The transactions list includes:

DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE
12/30/2024	TRANSFER FROM X0750 TO X0692	-\$0.02		\$0.38
12/27/2024	TRANSFER FROM X0750 TO X0692	-\$0.05		\$0.40
12/27/2024	TRANSFER FROM X0692 TO X0750		+\$0.15	\$0.45
12/26/2024	TAXPAYMENT INTERNET TEST CO CCD	-\$0.01		\$0.30
12/26/2024	TRANSFER FROM X0750 TO X0692	-\$0.04		\$0.31

