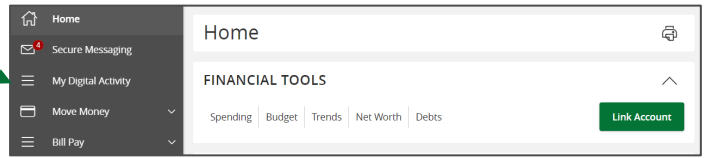


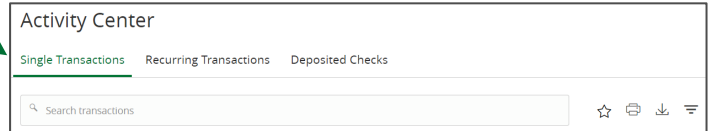
**NOTE:** 'My Digital Activity' lists all user activity initiated from within Digital Banking.

1. Select 'My Digital Activity'.

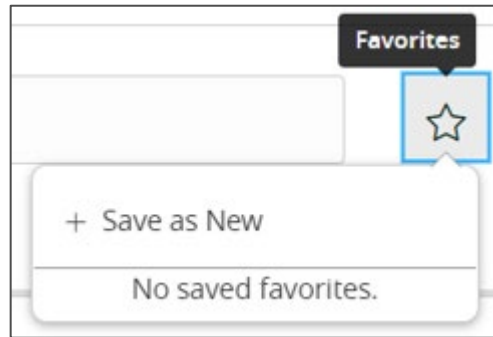
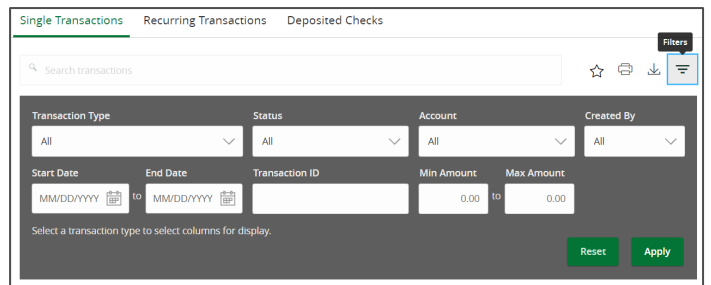


**Single Transactions**

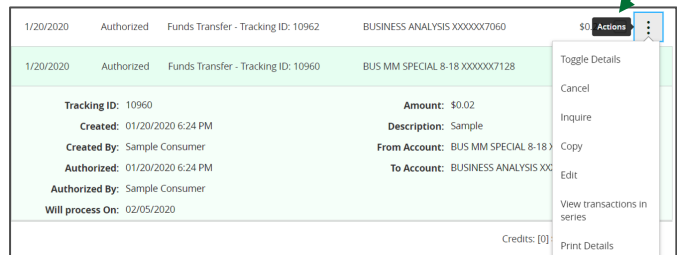
1. Select the 'Single Transactions' tab on the screen to view one-time online transactions.



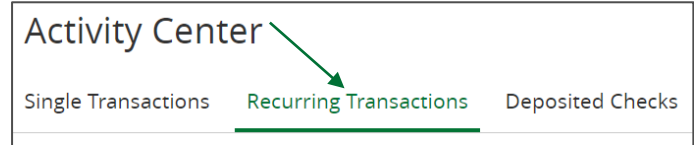
2. Select the 'Filters' option to reveal searchable fields.
  - a. Select the desired fields and then click 'Apply' to display the specified transactions.
  - b. Select the down arrow icon above the top right corner of the filters box to download the specified transactions to a csv formatted spreadsheet.
  - 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.



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



- Select the 'Actions' icon to unhide a listing of available actions corresponding with the transaction.



### Recurring Transactions

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

### Deposited Checks

Select the 'Deposited Checks' tab within 'My Digital Activity' 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 in 'My Digital Activity'.

