

How to Download Account History

1. Make sure you are on the NetTeller tab. Click **Accounts**.



2. Next to the balance of each account there are options. Click the down arrow and select **Download**.

The screenshot shows a table with account balances. A dropdown menu is open next to the second row, and the 'Download' option is circled in red. The table has a 'View' selector at the top right with options: 5, 10, 20, 50, 100, All.

Balance:		
\$4,535.76	Select Option	▼
\$47,127.06	Select Option	▼
\$7,238.96	Select Option	▼

Dropdown menu options:

- Select Option
- Transactions
- Download
- Stop Payments
- Transfers
- Account Info

3. Click the down arrow and select a download range.
4. Click the down arrow and select a download format.

The screenshot shows the 'Download Transactions' form. The 'Select Download Format' dropdown menu is open, and the 'Word Processing (TXT)' option is circled in red. The form includes fields for 'Download Transactions for Account', 'Select Download Range', and 'Select Download Format'.

Download Transactions for Account: 0000404388 50001

Select Download Range: Since Last Statement

Select Download Format: Select option...

Download Format options:

- Microsoft Money (OFX)
- Personal Finance (QIF)
- Spreadsheet (CSV)
- Word Processing (TXT)

5. Click **Download**.
6. When prompt to open or save, select **Save**.