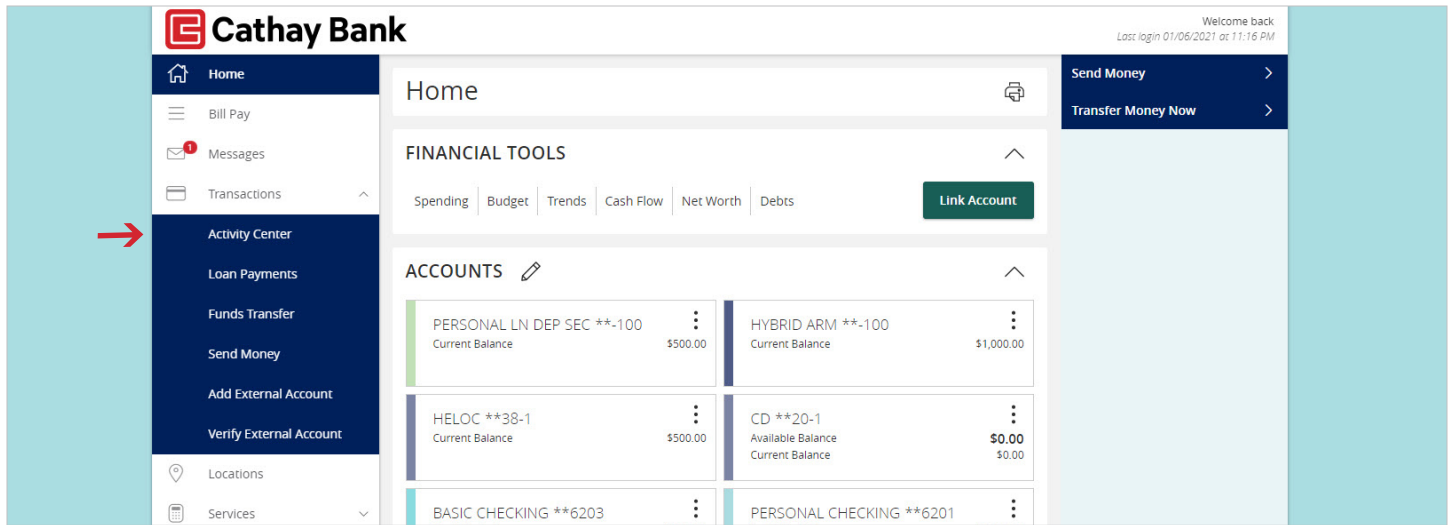


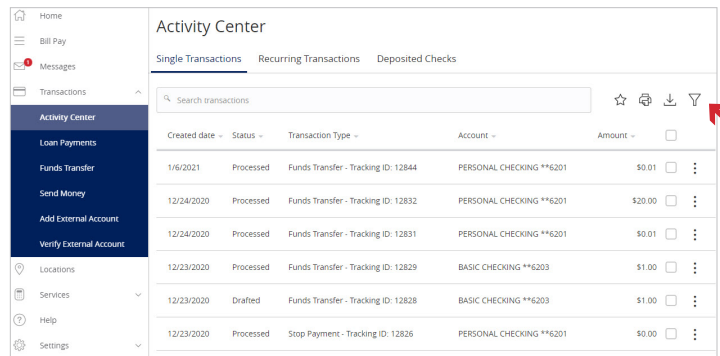
Activity center

The Activity Center lists all user activity initiated from within Online Banking. Select **Activity Center** from the **Transactions** drop down menu in the left-hand navigation pane.



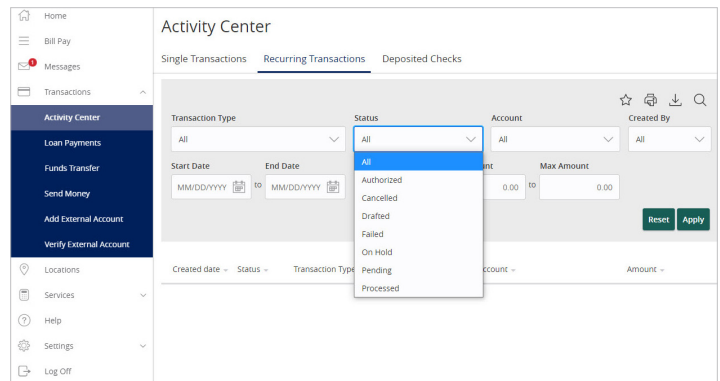
Single transactions

1. Select the **Single Transactions** tab on the screen to view one-time online transactions.
2. Select the “Filters” option to reveal searchable fields.



Recurring transactions

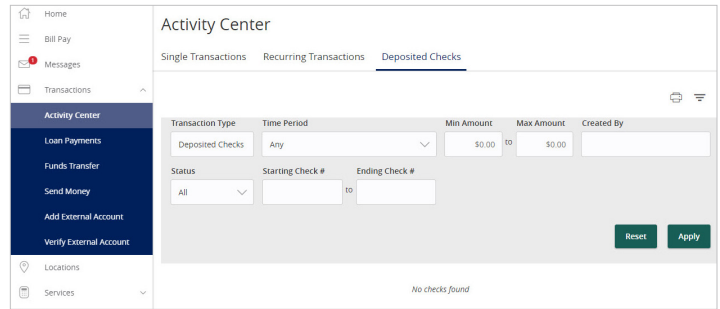
Select the **Recurring Transactions** tab within the “Activity Center” to view online transactions which are setup to occur in a series.



Deposited checks

Select the **Deposited Checks** tab within the “Activity Center” to view historical checks that have been deposited using the Mobile Deposit functionality.

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



Click on the three dots to see what changes you can make to transactions in the Activity Center.

- **Cancel** — Single and recurring transactions can be canceled.
- **Inquire** — Questions about the transaction can be sent to our Online Support Team.
- **Copy** — A copy of the transaction is created and can then be modified and drafted or approved for processing.
- **Print Details** — The details of the transaction can be printed. For Deposited Checks, both sides of the check are printed, along with details about the transaction.

