



How to Export / Download Your Web Connect File

Step 1: Login to your online banking and navigate to the account you wish to export, click on the account to view the transactions.

Step 2: Select the “Show Filters” Option and enter in the dates of the transactions to export

A screenshot of the 'Show Filters' interface. At the top left is a button labeled 'Show Filters' with a downward arrow. Below it are several filter fields: 'DESCRIPTION' (a text input), 'TYPE' (a dropdown menu with 'All' selected), and 'TIME PERIOD' (a dropdown menu with 'Custom Date' selected). Below these are 'CHECK #' (two text inputs with 'to' between them), 'AMOUNT' (two text inputs with 'to' between them), 'START DATE' (a date picker with '11/1/2016' and a calendar icon), and 'END DATE' (a date picker with '11/16/2016' and a calendar icon). At the bottom left is a 'Hide Filters' button with an upward arrow. At the bottom right are two buttons: 'Reset' and 'Apply Filters' (which is highlighted in green).

Step 3: Select the Export Button at the top right of the transaction view and select the appropriate file type for your accounting software

