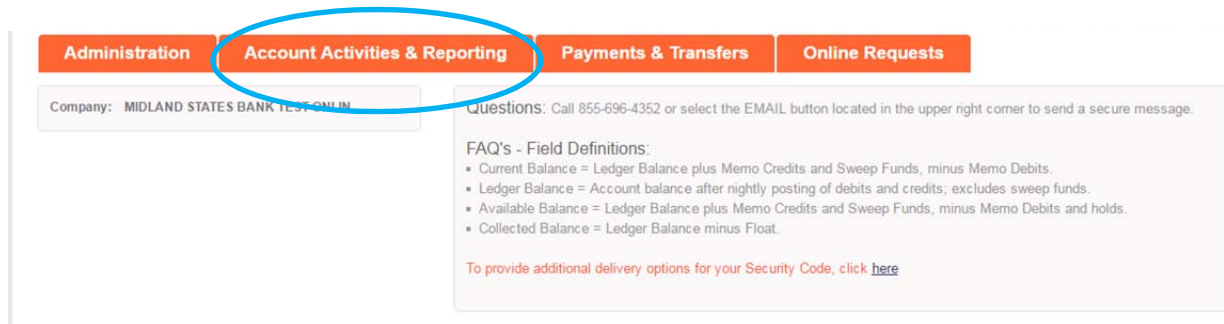
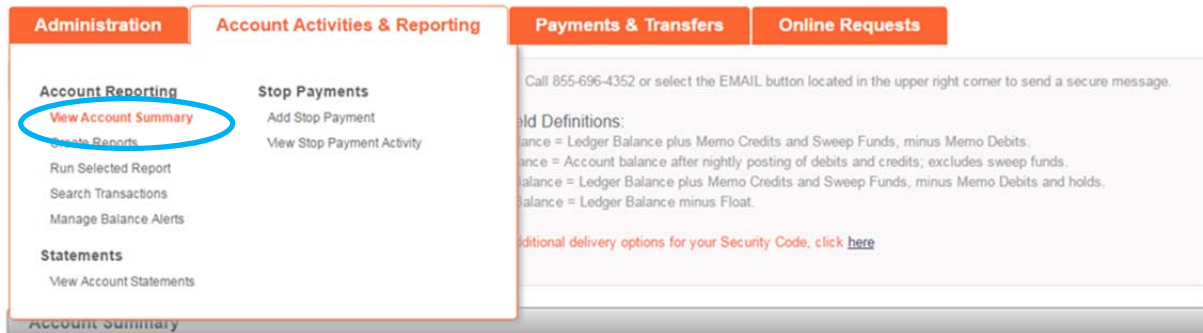


Pro Online Suite Transaction File Export

1. Log into Pro Online Suite and click Account Activities and Reporting



2. Click View Account Summary



3. Click the hyperlink for the account

The screenshot shows the 'Account Summary' page. The page title is 'Account Summary'. Below the title, there is a message: 'Information valid as of Wednesday, June 22, 2016 at 10:06 AM CST. [Get the latest balances.](#)' There are 'Print' and 'Export' icons. Below this is a section for 'Deposit Accounts' with a table. The table has columns: Description, Type, Account Number, Current Balance, Ledger Balance, Available Balance, Collected Balance, More, and Stmt. The first row is 'Operating' (circled in blue), Pro Connect Checking, with Current Balance 158.91, Ledger Balance 158.91, Available Balance 158.91, and Collected Balance 158.91. There is a 'Totals' row at the bottom of the table with Current Balance 270.28, Ledger Balance 270.28, and Collected Balance 270.28. Below the table is a section for 'Loan Accounts'.

| Description | Type | Account Number | Current Balance | Ledger Balance | Available Balance | Collected Balance | More | Stmt |
|---------------------------|----------------------|----------------|-----------------|----------------|-------------------|-------------------|------|------|
| Operating | Pro Connect Checking | | 158.91 | 158.91 | 158.91 | 158.91 | 🔍 | 📄 |
| Totals | | | 270.28 | 270.28 | | 270.28 | | |

4. Choose the date range, then click Submit

The screenshot shows the 'Account Details' page. At the top, it states 'Information valid as of Wednesday, June 22, 2016 at 10:12 AM CST' with 'Print' and 'Back' links. Below is a table with columns: 'Account Selection', 'Account Description', 'Current Balance', and 'Available Balance'. The table contains one row: '- Operating' (Account Selection), 'Operating' (Account Description), '158.91' (Current Balance), and '158.91' (Available Balance). Below the table is a 'Request Specific Date Range' section with 'From' and 'To' date pickers set to '06/21/2016' and '06/22/2016' respectively. There is also a link for 'Advanced Search >>'. At the bottom, there are three buttons: 'Submit', 'Retrieve Yesterday's Transactions', and 'Retrieve Today's Transactions'. The 'Submit' button and the date range pickers are circled in blue.

5. Choose the appropriate Export format for the software being used, then click Export. Formats available include: BAI2, Money (OFX), WebConnect for Quicken, WebConnect for QuickBooks, QuickBooks, Quicken/Money, Comma-delimited, HTML.

The screenshot shows a navigation bar with 'First | Prev | Showing Records 1 - 5 of 5 | Next | Last'. Below the navigation bar is a 'Select Export Format' section with a dropdown menu set to 'WebConnect for QuickBooks' and an 'Export' button. Both the dropdown menu and the 'Export' button are circled in blue.

6. If the computer is configured to automatically open downloaded files, a wizard will automatically appear to import the file when utilizing the QuickBooks/QuickenWebConnect file format. If the computer is not configured in this way, or if a non-WebConnect file format is being used, navigate to the saved location of the file. Either double click the file to start the importation wizard, or open the corresponding software and manually import the file.

Note: Please reach out your IT Department or browser support for instructions on how to configure your computer to automatically open the Quicken/QuickBooks WebConnect downloaded files.