digital banking
step-by-step guide

Desktop Transfer History

Transfer History provides a record of recent transfer activity with tools to sort, filter, and customize how the information is displayed.

Transfer History Step-by-Step

Use the following steps to view your transfer history.

Step	Action
1	Click the **Make a Transfer** menu at the top of the screen.
2	Click the **Transfer History** hyperlink on the left.
3	**Transfer History details** are visible in the Transfer History page.
4	Click the **Search** field and enter keywords to narrow your results.
5	Tap the **Sort & Filter** ( ) hyperlink to the right of the Search field to organize your results using the following options: • Date Range • Time Span • Sort by
6	Optional: Tap the **Sort by** drop-down arrow to organize your results using the following options: • Date (Ascending) • Date (Descending) • Amount (High to Low) • Amount (Low to High) • Account
7	Optional: Click the **Time Span** drop-down arrow to select from the following: • Past 90 days • Past 180 days • Past year • This year
8	Optional: Click the **Date Range** drop-down arrow to narrow the results to a specific timeframe.
9	Optional: Click the **Clear All** hyperlink to clear the selected filters.

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