NOTE: 'Online Activity' lists all user activity initiated from within Online Banking.
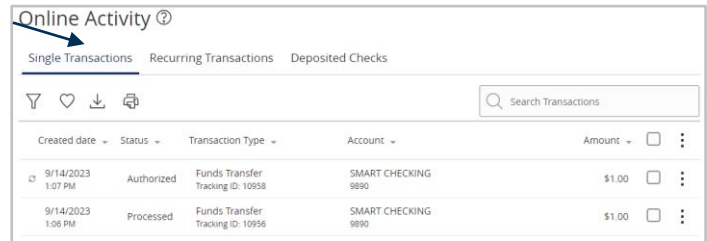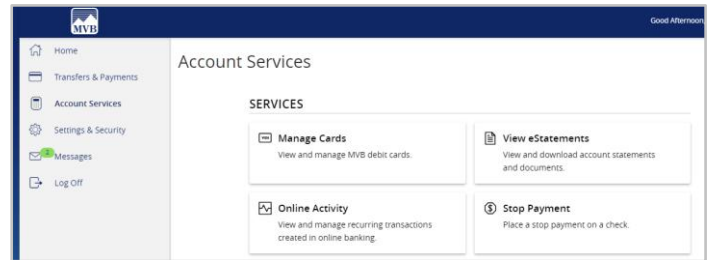
1. Select 'Account Services' then 'Online Activity'.

Single Transactions

2. Select the 'Single Transactions' tab on the screen to view one-time online transactions.

3. Select the 'Filters' option to reveal searchable fields.
   a. Select the desired fields and then click 'Apply filters' to display the specified transactions.

   b. Select the down arrow icon above the top left corner of the filters box to download the specified transactions to a csv formatted spreadsheet.

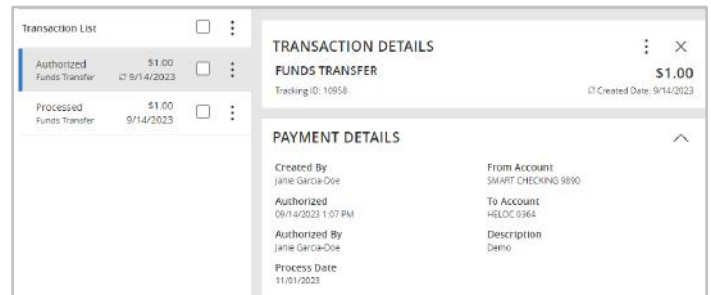   c. Select the printer icon to print the specified transactions.
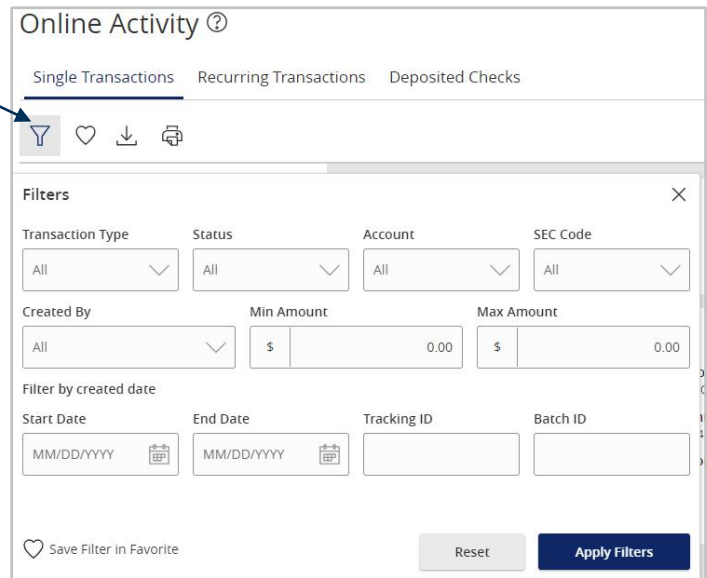
Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.

EQUAL HOUSING LENDER   Member FDIC

1

d. Click the heart icon to assign the filtered criteria as a "favorite" for future use.
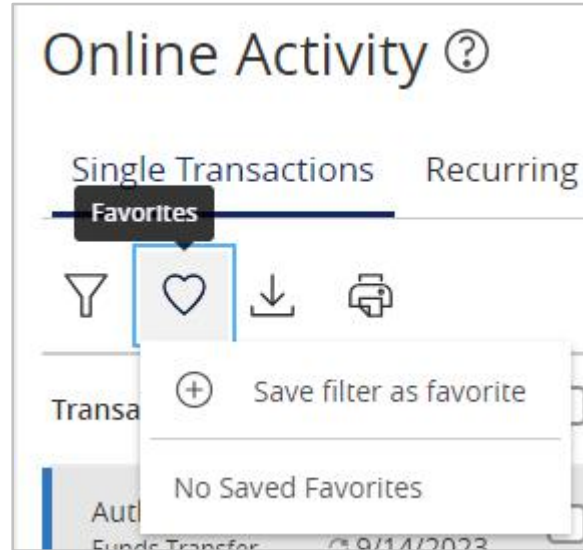
4. Click on the listed transaction to view additional details.

Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.

2

5. Select the 'Actions' icon to unhide a listing of available actions corresponding with the transaction.

Recurring Transactions

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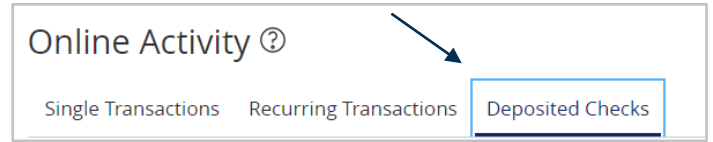

Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.

3

Deposited Checks

Select the 'Deposited Checks' tab within the 'Activity Center' to view historical checks that have been deposited using the Mobile Remote Deposit Capture functionality.

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

Online Activity ⊙

Single Transactions   Recurring Transactions   Deposited Checks

Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.

4