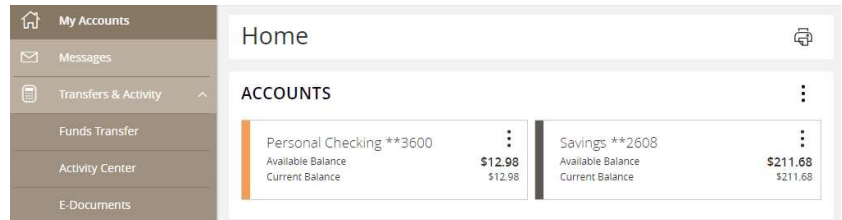
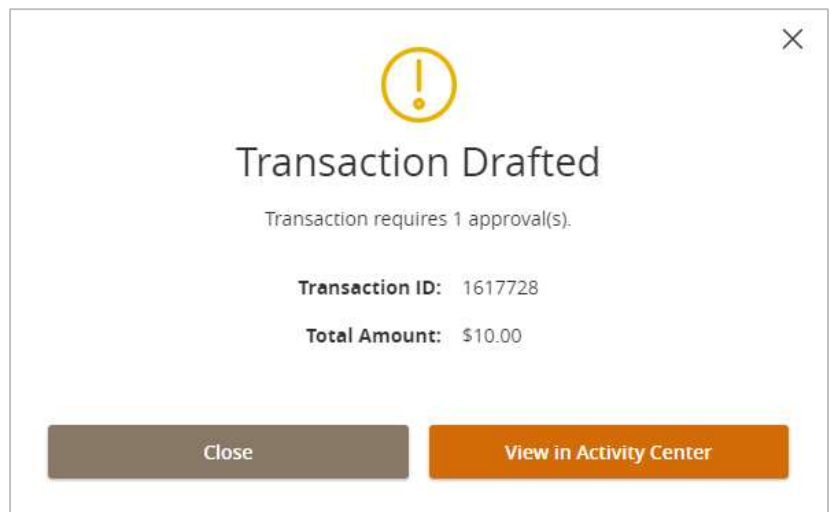


**NOTE:** Activity Center' lists all user activity initiated from within Online Banking. This page can be accessed by selecting the 'Activity Center' option under the 'Transfers & Activity' menu.



**NOTE:** Activity Center' can also be accessed by clicking the 'View in Activity Center' option in the overlay screen generated after drafting or approving a transaction.



## Single Transactions

1. Click the 'Single Transactions' tab on the screen to view one-time online transactions.

Activity Center

Single Transactions

Recurring Transactions

Mobile Deposits

Search transactions

Created date	Status	Approvals	Transaction Type	Account	Amount	
10/16/2023	Drafted	0 of 1	Domestic Wire - Tracking ID: 1617728	Commercial Checking xxxxxx2608	\$10.00	<div></div> <div></div>
10/3/2023	Processed	1 of 1	Domestic Wire - Tracking ID: 1617727	Commercial Checking xxxxxx2608	\$0.03	<div></div> <div></div>
10/2/2023	Processed	1 of 1	Domestic Wire - Tracking ID: 1617726	Commercial Checking xxxxxx2608	\$0.28	<div></div> <div></div>

Questions? Call our customer support.

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2. Click the 'Show Filters' option to reveal searchable fields.

- a. Collapsed view

3. Search by the available fields to isolate the desired online transactions. Click 'Apply' when the desired search criteria designated.

- a. Transaction Type

- b. Online Transaction 'Status'

**NOTE:** The following statuses correspond with Online Banking transactions

- i. Authorized – All approvals have been satisfied. Ready to be processed.
- ii. Cancelled – User has cancelled the online transaction
- iii. Drafted – Additional approval outstanding. Transaction will not be processed.
- iv. Failed – Transaction has been denied.

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- v. On Hold – Transaction is suspect and will not be processed.
- vi. Pending – Transaction processing has been interrupted
- vii. Processed – Transaction has been completed and can no longer be cancelled.

- c. Account
- d. Created By (which online user initiated the online transaction)
- e. Date Range
- f. Transaction ID (each online transaction is designated a unique numerical identifier)
- g. Amount Range

4. Expand any listed online transaction to view the details in an expanded view by clicking on the transaction.

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- Click on 'Actions' to unhide a listing of available actions corresponding with the transaction.

10/16/2023	Drafted	0 of 1	Domestic Wire - Tracking ID: 1617728	Commercial Checking xxxxxx2608	\$10.00	
<b>Tracking ID:</b>	1617728	<b>Amount:</b>	\$10.00	<div> Toggle Details  Approve  Cancel  Inquire  Copy  Print Details </div>		
<b>Created:</b>	10/16/2023 11:01 PM	<b>Recipient Wire Name:</b>	Cory Test			
<b>Created By:</b>	User Demo	<b>Recipient Address 1:</b>	PO Box 123			
<b>Will process On:</b>	10/20/2023	<b>Recipient City:</b>	Baltimore			
<b>From Account:</b>	Commercial Checking xxxxxx2608	<b>Recipient State:</b>	MD			
<b>To Account:</b>	7200123456789	<b>Recipient ZIP:</b>	04789			
<b>To Account Type:</b>	Checking	<b>Beneficiary FI ID:</b>	073972181			
<b>Originator Wire Header:</b>	VERITEX COMMERCIAL TEST	<b>Beneficiary FI Name:</b>	Comerica Bank			
<b>Purpose Of Wire:</b>	Sample					

## Recurring Transactions

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

Single Transactions <u>Recurring Transactions</u> Mobile Deposits						
<div> </div>						
Created date	Status	Approvals	Transaction Type	Account	Amount	
4/11/2023	Authorized	1 of 1	International Wire - Tracking ID: 1617562	Commercial Checking xxxxxx2608	\$1.04	
4/11/2023	Authorized	1 of 1	Domestic Wire - Tracking ID: 1617560	Commercial Checking xxxxxx2608	\$1.05	
4/11/2023	Authorized	1 of 1	Domestic Wire - Tracking ID: 1617559	Commercial Checking xxxxxx2608	\$1.03	

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