Your Participant Website

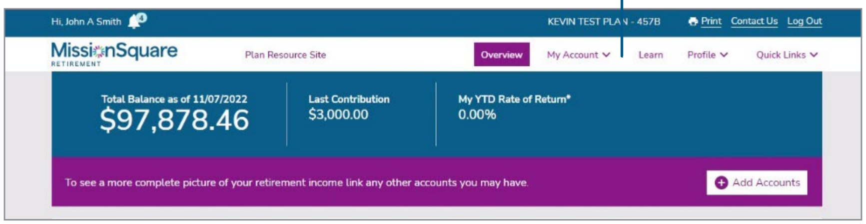
View and Download Transactions

Contents

View and Download Transactions – Single-Account View

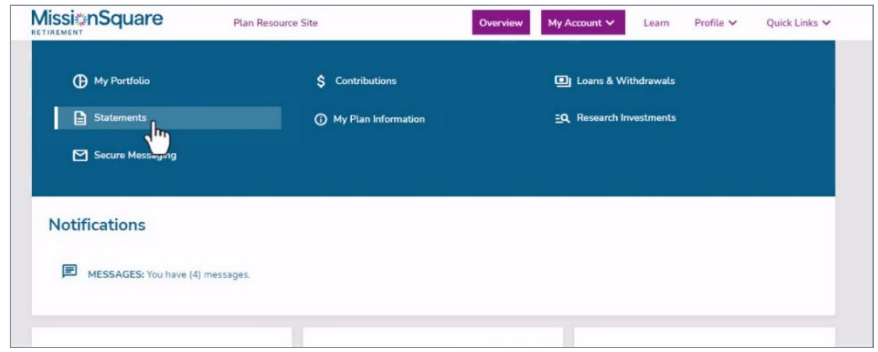
Upon logging into your account, you will be able to view and download your account statements. You can follow two different paths to accessing your statements.

Navigation Panel



Path 1: My Account > Statements Link

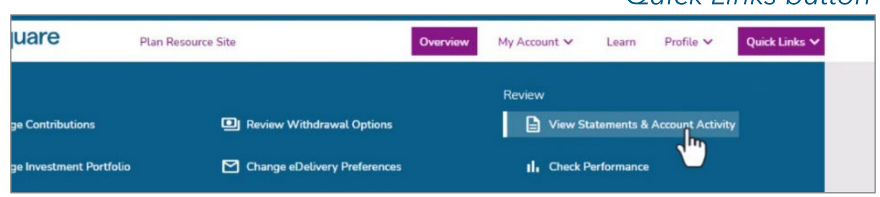
Using the top navigation panel, click on **My Account**, then in the left-side column, click on **Statements**.



Path 2: Quick Links > View Statements & Activity

Using the top navigation panel, click on **Quick Links**, then in the right-side column, click on **View Statements & Account Activity**.

Quick Links button



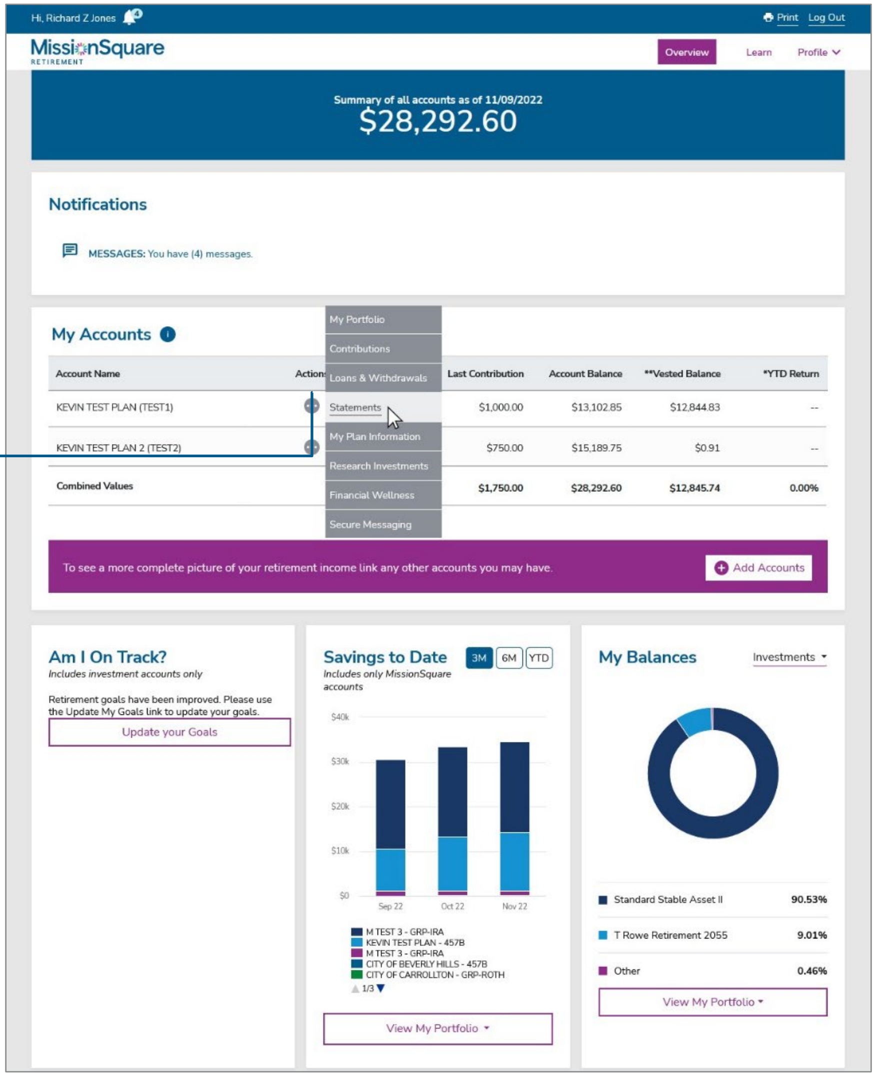
View and Download Transactions – Multiple Accounts

If you have more than one MissionSquare account, your accounts will be displayed on the overview page in the **My Accounts** tile.

Because activity and transactions are unique to each account, you will need to select an account before viewing activity within that account. Simply click on the actions Icon ••• next to the account name. This will display a pull-down menu.

Select **Statements** from the pull-down menu. This action will load the **Statements & Activity Page** shown on the next page.

Actions icon



View and Download Transactions – Statements & Activities Page

Statements & Activities Page

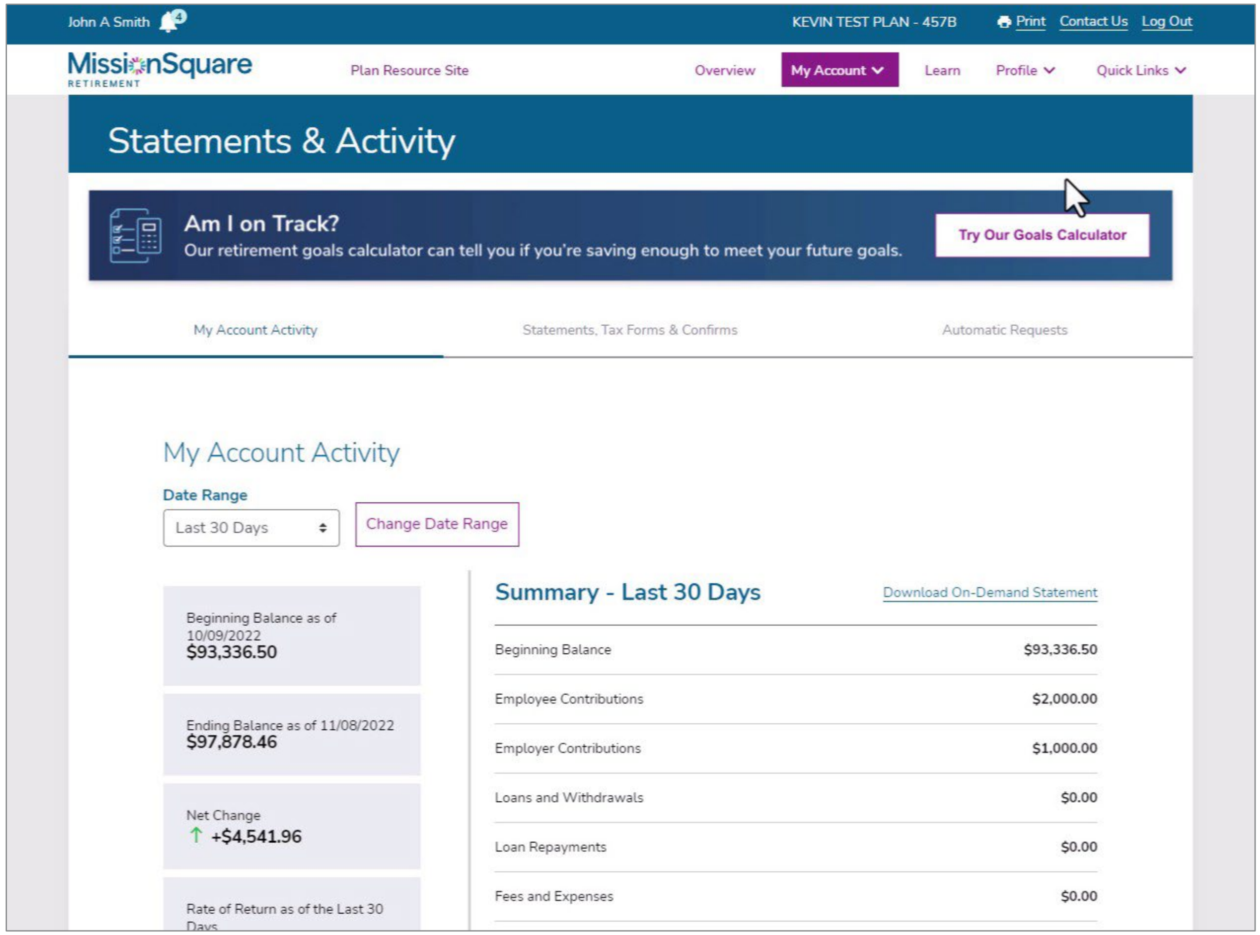
All paths outlined on pages 1 and 2 will load the Statements & Activity shown here.

Select a Date Range

Under the **My Account Activity** heading, you can select a date range for viewing account activity. The default **Date Range** is the past 30 days. For a different time period you can click on the pull down menu under Date Range. Or you can customize* the date range by clicking on **Change Date Range** to enter dates of your choice.

You will notice the account data changes to reflect the time period you selected.

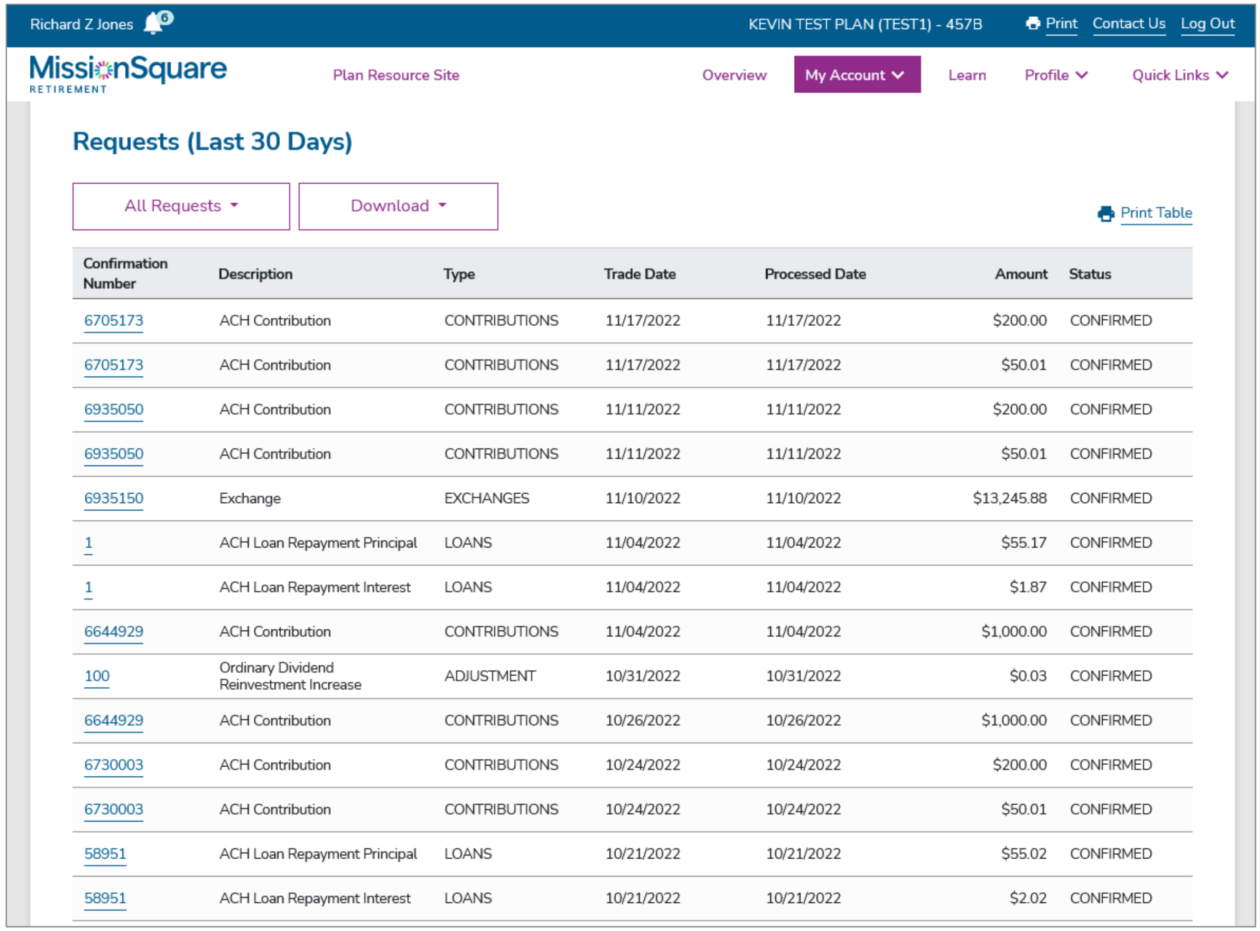
* **Please Note:** Custom statements are available for a maximum range of 2 years.



View and Download Transactions – Activity List

Once you have set a date range, scroll to the bottom of the **My Account Activity** screen to the Requests area.

The date range displayed should match the range you selected. The example shown to the right displays requests made in the past 30 days.



Confirmation Number	Description	Type	Trade Date	Processed Date	Amount	Status
6705173	ACH Contribution	CONTRIBUTIONS	11/17/2022	11/17/2022	$200.00	CONFIRMED
6705173	ACH Contribution	CONTRIBUTIONS	11/17/2022	11/17/2022	$50.01	CONFIRMED
6935050	ACH Contribution	CONTRIBUTIONS	11/11/2022	11/11/2022	$200.00	CONFIRMED
6935050	ACH Contribution	CONTRIBUTIONS	11/11/2022	11/11/2022	$50.01	CONFIRMED
6935150	Exchange	EXCHANGES	11/10/2022	11/10/2022	$13,245.88	CONFIRMED
1	ACH Loan Repayment Principal	LOANS	11/04/2022	11/04/2022	$55.17	CONFIRMED
1	ACH Loan Repayment Interest	LOANS	11/04/2022	11/04/2022	$1.87	CONFIRMED
6644929	ACH Contribution	CONTRIBUTIONS	11/04/2022	11/04/2022	$1,000.00	CONFIRMED
100	Ordinary Dividend Reinvestment Increase	ADJUSTMENT	10/31/2022	10/31/2022	$0.03	CONFIRMED
6644929	ACH Contribution	CONTRIBUTIONS	10/26/2022	10/26/2022	$1,000.00	CONFIRMED
6730003	ACH Contribution	CONTRIBUTIONS	10/24/2022	10/24/2022	$200.00	CONFIRMED
6730003	ACH Contribution	CONTRIBUTIONS	10/24/2022	10/24/2022	$50.01	CONFIRMED
58951	ACH Loan Repayment Principal	LOANS	10/21/2022	10/21/2022	$55.02	CONFIRMED
58951	ACH Loan Repayment Interest	LOANS	10/21/2022	10/21/2022	$2.02	CONFIRMED

View and Download Transactions – My Account Activity Tab

Account Requests and Downloads

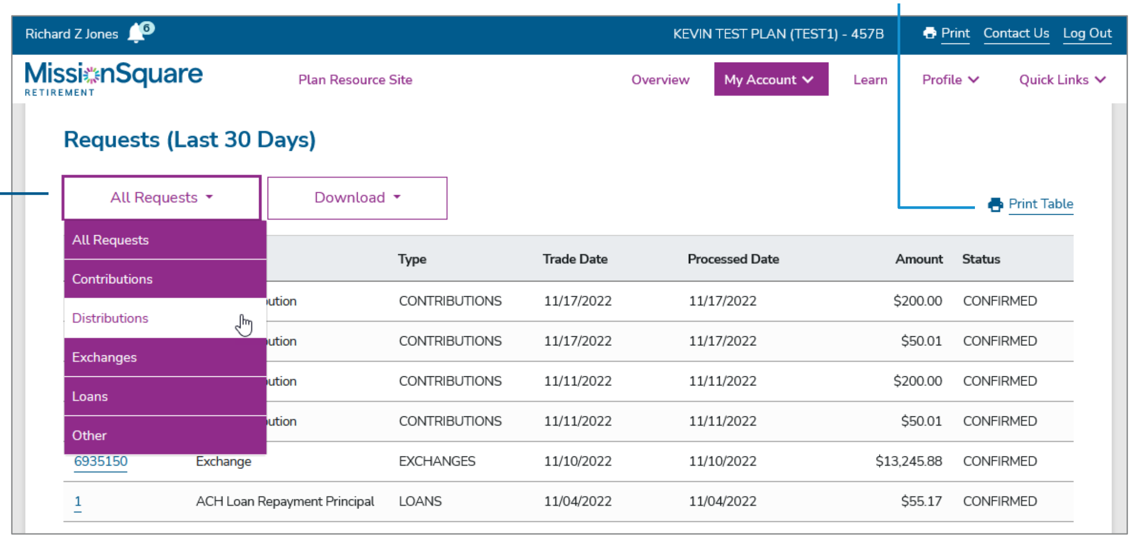
Sorting Your Account Requests

Requests can be sorted by type by clicking the **All Requests** button and selecting from the pull-down menu.

To display the table in a printable form, click the **Print Table** button.

Display printable table

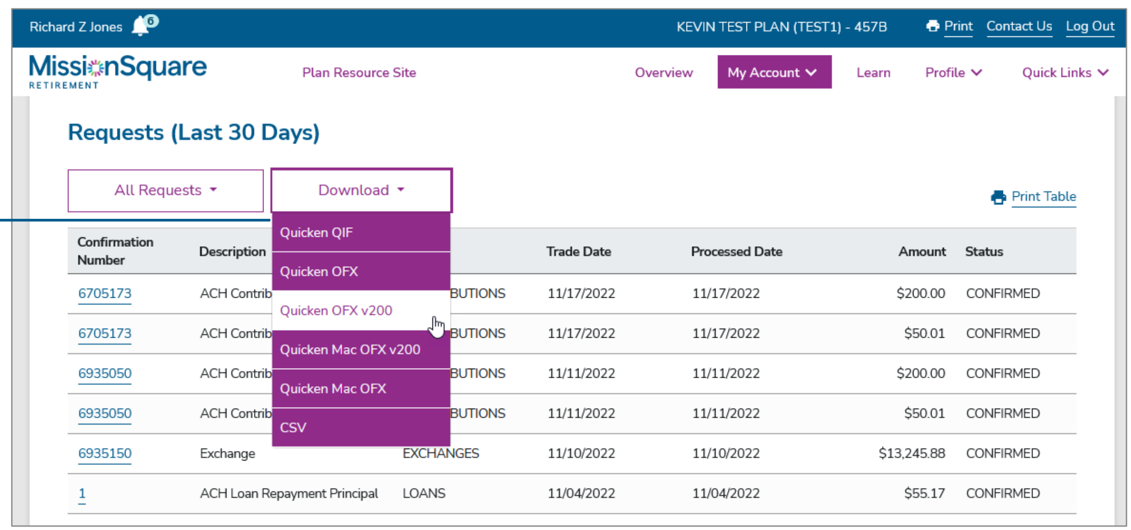
All Requests button



Download Your Requests to Quicken/CSV

Once your request type has been sorted (e.g., Distributions), you can download the data by clicking on the **Download** button. This button will display various Quicken export options, in addition to CSV for viewing data in programs like Microsoft Excel.

Download button



View and Download Transactions – View Details

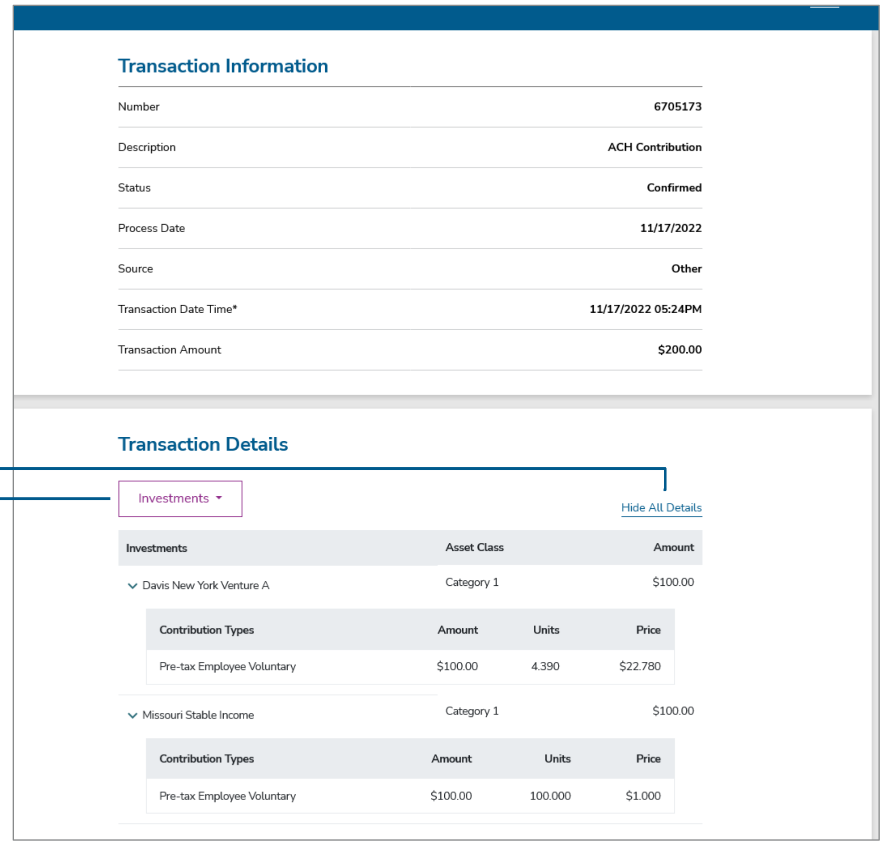
You can view transaction information and details by clicking the hyperlinked **Confirmation Number** for the transaction.

Confirmation Number

View Transaction Information Details

The Transaction Details page will load and **Transaction Information** will display in the top section of the page.

Transaction Details will appear near the bottom of the page.



Show/Hide Transaction Details

Clicking **Hide All Details** or **Show All Details** will allow you to collapse or expand the information displayed.

Show/hide transaction details

Filter Transaction Details

You can filter by clicking the **Investments** button and selecting from the pull-down menu.

Transaction type filter