



Your Participant Website

View and Download Transactions

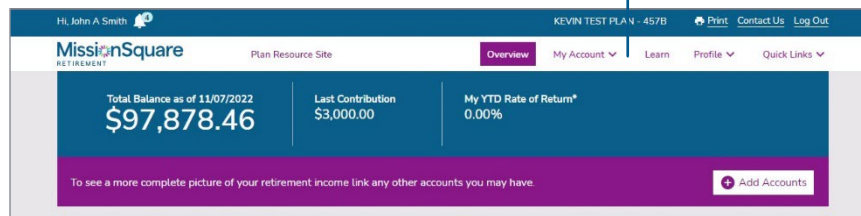
Contents

- View and Download Transactions – Single-Account View.....2**
 - Path 1: My Account > Statements Link 2
 - Path 2: Quick Links > View Statements and Activity 2
- View and Download Transactions – Multiple Accounts3**
- View and Download Transactions – Statements & Activities Page4**
 - Statements & Activities Page 4
 - Select a Date Range 4
- View and Download Transactions – Activity List.....5**
- View and Download Transactions – My Account Activity Tab6**
 - Account Requests and Downloads 6
 - Sorting Your Account Requests.....6
 - Download Your Requests to Quicken/CSV.....6
- View and Download Transactions – View Details7**
 - View Transaction Information Details..... 7
 - Show/Hide Transaction Details7
 - Filter Transaction Details7

View and Download Transactions – Single-Account View

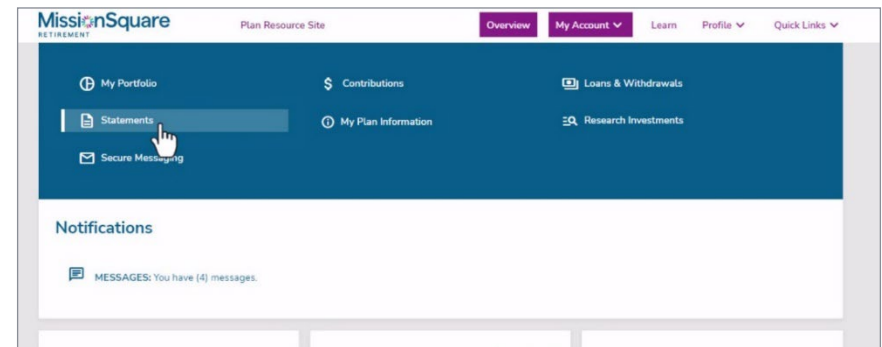
Upon logging into your account, you will be able to view and download your account statements. You can follow two different paths to accessing your statements.

Navigation Panel



Path 1: My Account > Statements Link

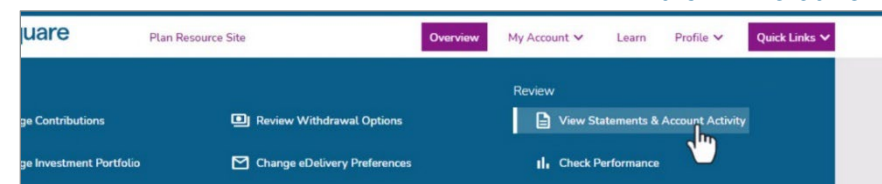
Using the top navigation panel, click on **My Account**, then in the left-side column, click on **Statements**.



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



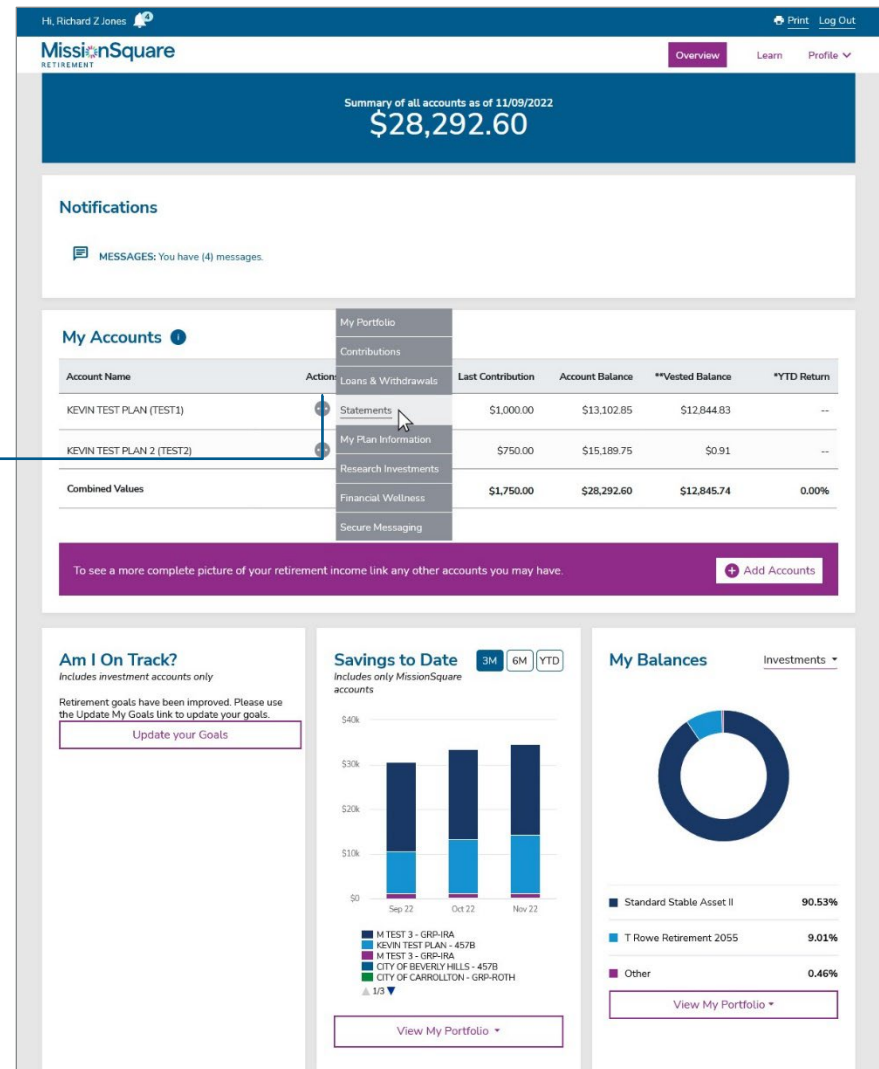
View and Download Transactions – Multiple Accounts

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



The screenshot displays the MissionSquare Retirement Participant Website. At the top, a blue header shows the user's name "Hi, Richard Z Jones" and navigation links for "Overview", "Learn", and "Profile". Below the header, a summary banner displays "Summary of all accounts as of 11/09/2022" with a total balance of "\$28,292.60".

The "My Accounts" tile is the central focus. It contains a table with the following columns: "Account Name", "Actions", "Last Contribution", "Account Balance", "**Vested Balance", and "**YTD Return". Two accounts are listed: "KEVIN TEST PLAN (TEST1)" and "KEVIN TEST PLAN 2 (TEST2)". The "Actions" column for each account contains a pull-down menu. The menu is currently open for the first account, showing options: "My Portfolio", "Contributions", "Loans & Withdrawals", "Statements" (highlighted by a mouse cursor), "My Plan Information", "Research Investments", "Financial Wellness", and "Secure Messaging".

Below the table, a "Combined Values" row shows aggregated data: Last Contribution of \$1,750.00, Account Balance of \$28,292.60, **Vested Balance of \$12,845.74, and **YTD Return of 0.00%.

At the bottom of the tile, a purple banner states: "To see a more complete picture of your retirement income link any other accounts you may have." with an "Add Accounts" button.

Below the "My Accounts" tile, there are three other sections: "Am I On Track?" with a link to "Update your Goals", "Savings to Date" with a bar chart showing contributions from Sep 22 to Nov 22, and "My Balances" with a donut chart showing the asset allocation: Standard Stable Asset II (90.53%), T Rowe Retirement 2055 (9.01%), and Other (0.46%).

View and Download Transactions – Statements & Activities Page

Statements & Activities Page

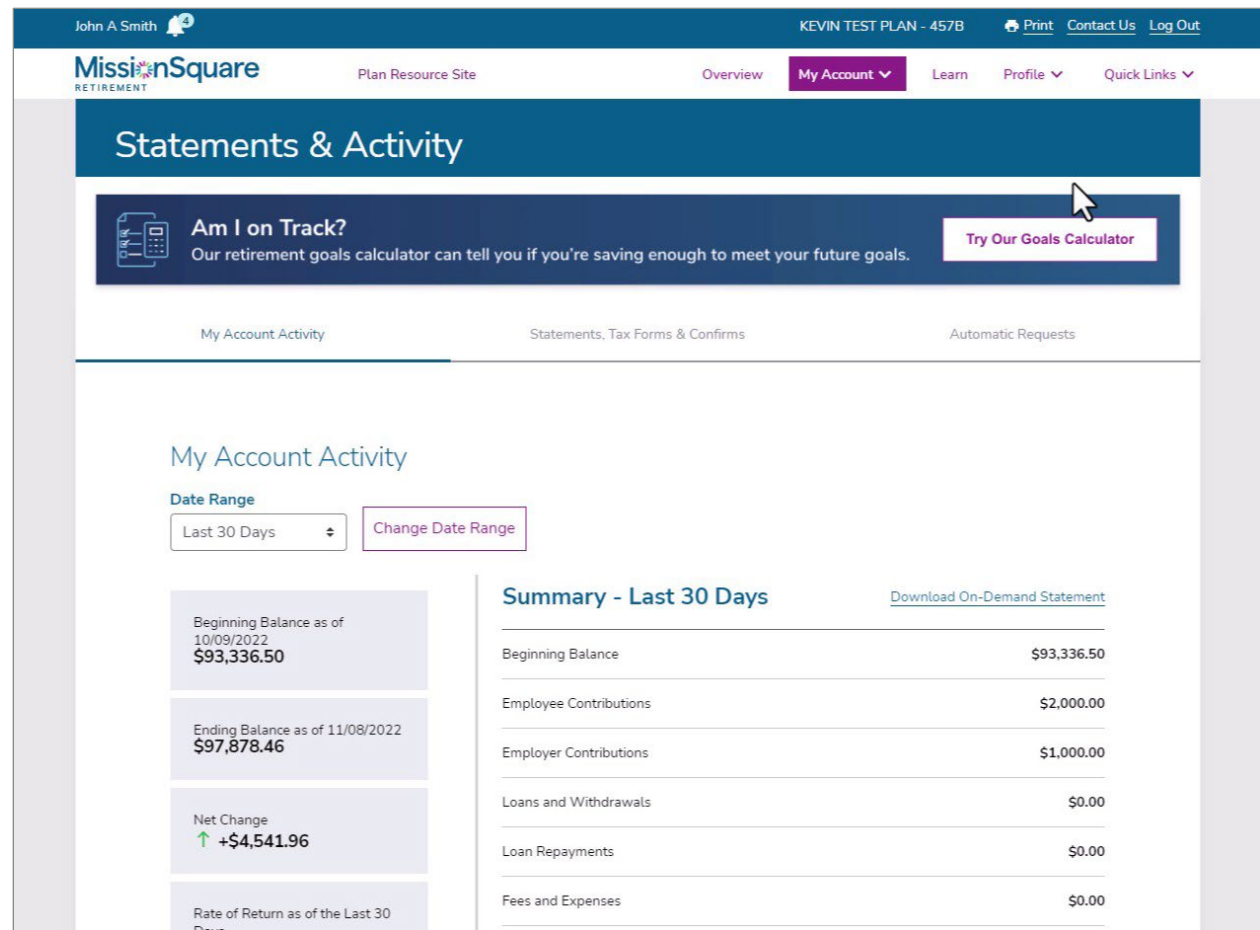
All paths outlined on pages 1 and 2 will load the Statements & Activity shown here.

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.



The screenshot displays the MissionSquare Retirement website interface. At the top, the header includes the user's name 'John A Smith', a notification bell, and the plan identifier 'KEVIN TEST PLAN - 457B'. Navigation links for 'Print', 'Contact Us', and 'Log Out' are present. The main navigation bar features 'MissionSquare RETIREMENT', 'Plan Resource Site', 'Overview', 'My Account' (selected), 'Learn', 'Profile', and 'Quick Links'. The page title is 'Statements & Activity'. Below this, there's a section titled 'Am I on Track?' with a 'Try Our Goals Calculator' button. The main content area is divided into three tabs: 'My Account Activity' (selected), 'Statements, Tax Forms & Confirms', and 'Automatic Requests'. Under 'My Account Activity', there's a 'Date Range' dropdown set to 'Last 30 Days' and a 'Change Date Range' button. The 'Summary - Last 30 Days' table shows the following data:

Summary - Last 30 Days	
Beginning Balance	\$93,336.50
Employee Contributions	\$2,000.00
Employer Contributions	\$1,000.00
Loans and Withdrawals	\$0.00
Loan Repayments	\$0.00
Fees and Expenses	\$0.00


Additional summary items shown on the left include:

- Beginning Balance as of 10/09/2022: \$93,336.50
- Ending Balance as of 11/08/2022: \$97,878.46
- Net Change: ↑ +\$4,541.96
- Rate of Return as of the Last 30 Days

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.

Richard Z Jones 

KEVIN TEST PLAN (TEST1) - 457B

[Print](#)

[Contact Us](#)

[Log Out](#)

MissionSquare
RETIREMENT

Plan Resource Site

Overview

My Account ▾

Learn


Profile ▾

Quick Links ▾

Requests (Last 30 Days)

All Requests ▾

Download ▾

 [Print Table](#)

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 – 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

Requests (Last 30 Days)

All Requests
Download

[Print Table](#)

Confirmation Number	Description	Type	Trade Date	Processed Date	Amount	Status
6705173	ACH Contribution	CONTRIBUTIONS	11/17/2022	11/17/2022	\$200.00	CONFIRMED

Transaction Information

Number	6705173
Description	ACH Contribution
Status	Confirmed
Process Date	11/17/2022
Source	Other
Transaction Date Time*	11/17/2022 05:24PM
Transaction Amount	\$200.00

Transaction Details

Investments
[Hide All Details](#)

Investments	Asset Class	Amount								
<div> <div> </div> Davis New York Venture A </div>	Category 1	\$100.00								
<table> <thead> <tr> <th>Contribution Types</th> <th>Amount</th> <th>Units</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Pre-tax Employee Voluntary</td> <td>\$100.00</td> <td>4.390</td> <td>\$22.780</td> </tr> </tbody> </table>			Contribution Types	Amount	Units	Price	Pre-tax Employee Voluntary	\$100.00	4.390	\$22.780
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Pre-tax Employee Voluntary	\$100.00	4.390	\$22.780							
<div> <div> </div> Missouri Stable Income </div>	Category 1	\$100.00								
<table> <thead> <tr> <th>Contribution Types</th> <th>Amount</th> <th>Units</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Pre-tax Employee Voluntary</td> <td>\$100.00</td> <td>100.000</td> <td>\$1.000</td> </tr> </tbody> </table>			Contribution Types	Amount	Units	Price	Pre-tax Employee Voluntary	\$100.00	100.000	\$1.000
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