



Your Participant Website

View and Download Transactions

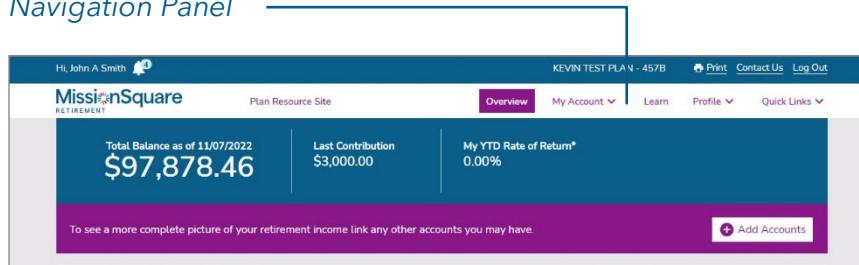
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View and Download Transactions – Single-Account View

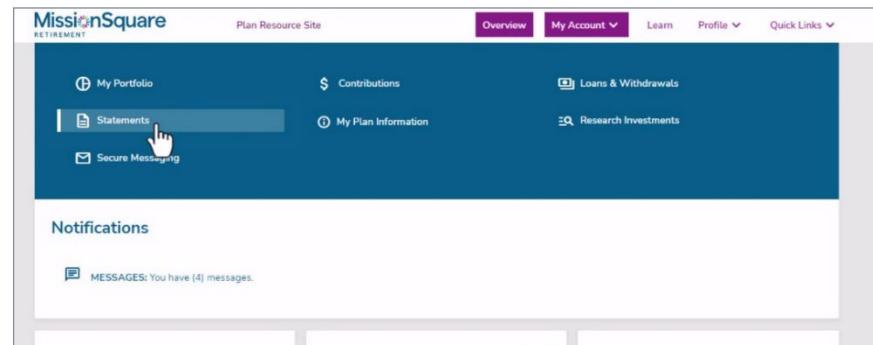
Upon logging into your account, you will be able to view and download your account statements. You can follow two different paths to accessing your statements.

Navigation Panel



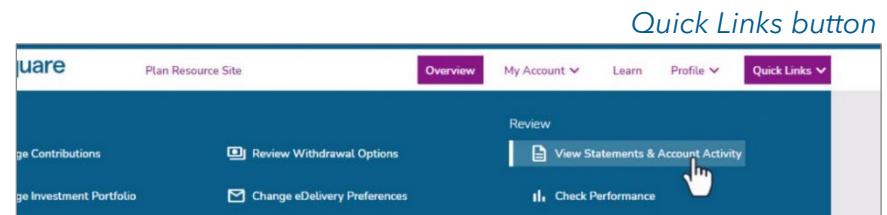
Path 1: My Account > Statements Link

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**.



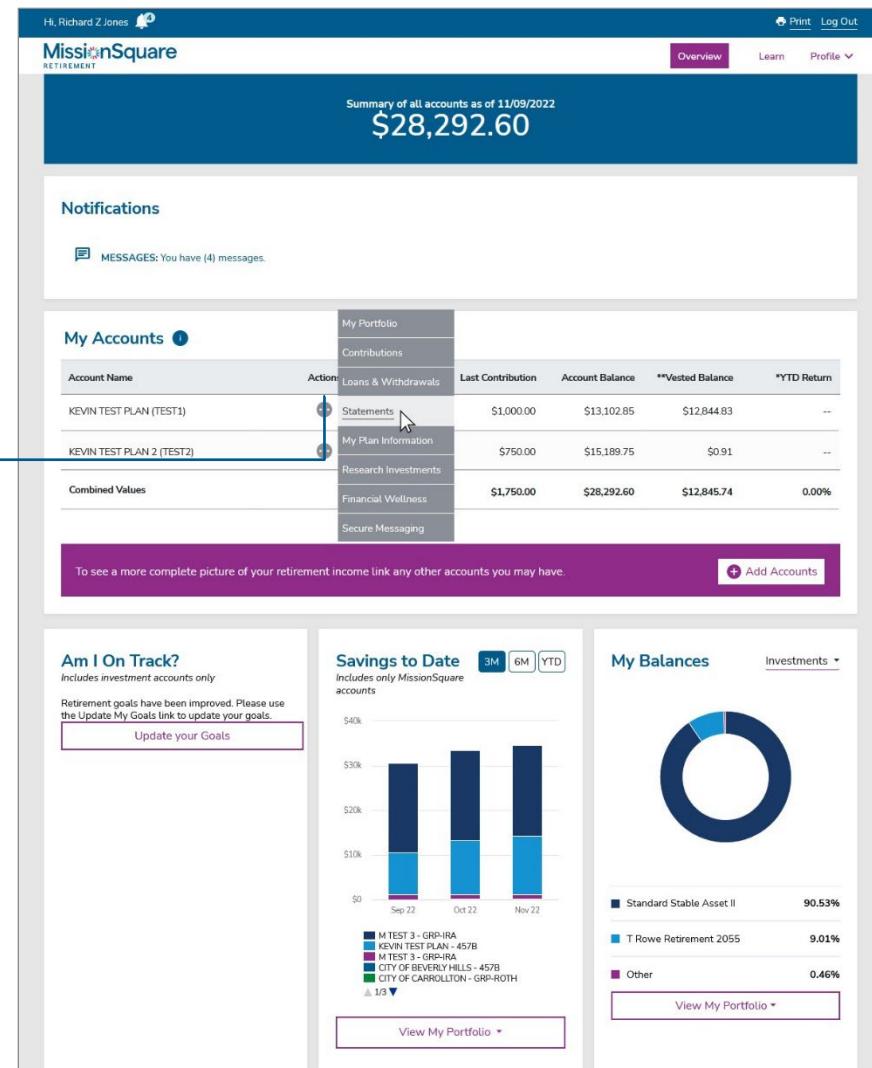
View and Download Transactions – Multiple Accounts

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



Hi, Richard Z Jones 

MissionSquare RETIREMENT

Print Log Out

Overview Learn Profile

Summary of all accounts as of 11/09/2022

\$28,292.60

Notifications

MESSAGES: You have (4) messages.

My Accounts 

Account Name	Action	My Portfolio	Contributions	Last Contribution	Account Balance	**Vested Balance	*YTD Return
KEVIN TEST PLAN (TEST1)	 Statements			\$1,000.00	\$13,102.85	\$12,844.83	--
KEVIN TEST PLAN 2 (TEST2)	 My Plan Information			\$750.00	\$15,189.75	\$0.91	--
	Research Investments			\$1,750.00	\$28,292.60	\$12,845.74	0.00%
	Financial Wellness						
	Secure Messaging						

To see a more complete picture of your retirement income link any other accounts you may have.

+ Add Accounts

Am I On Track?
Includes investment accounts only

Retirement goals have been improved. Please use the Update My Goals link to update your goals.

Update your Goals

Savings to Date   

Includes only MissionSquare accounts

View My Portfolio

My Balances

Investments

Standard Stable Asset II 90.53%

T Rowe Retirement 2055 9.01%

Other 0.46%

View My Portfolio

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.

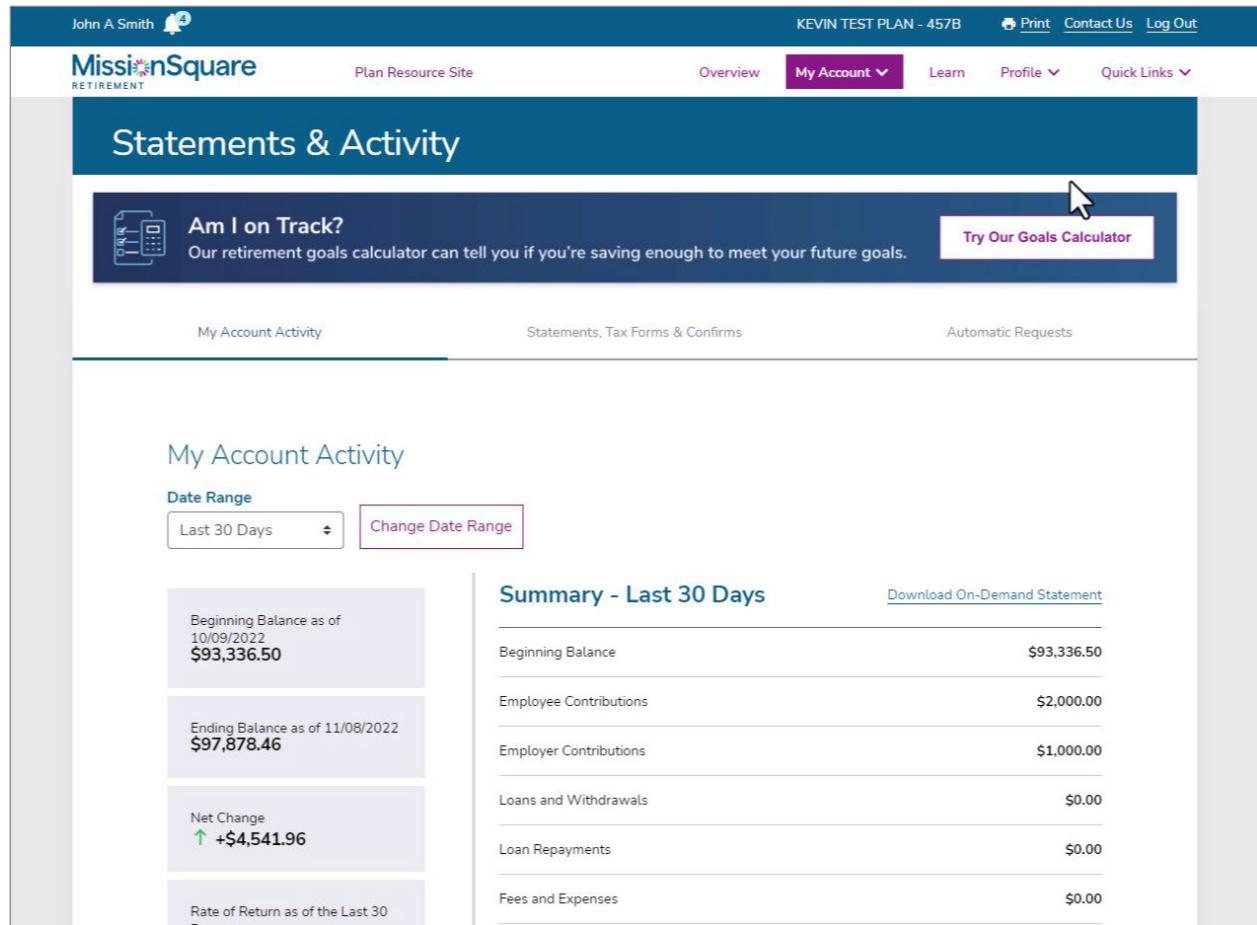
Select a Date Range

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 shows the 'Statements & Activity' page of the MissionSquare Retirement website. At the top, there is a navigation bar with the user's name 'John A. Smith' and a profile icon, followed by 'KEVIN TEST PLAN - 457B', 'Print', 'Contact Us', and 'Log Out'. Below the navigation is the 'MissionSquare RETIREMENT' logo and 'Plan Resource Site' link. The main header is 'Statements & Activity'. A callout box on the left says 'Am I on Track?' with a subtext 'Our retirement goals calculator can tell you if you're saving enough to meet your future goals.' and a 'Try Our Goals Calculator' button. Below this, there are three main sections: 'My Account Activity' (with a 'Date Range' dropdown set to 'Last 30 Days' and a 'Change Date Range' button), 'Statements, Tax Forms & Confirms', and 'Automatic Requests'. The 'My Account Activity' section displays a summary for the 'Last 30 Days' (10/09/2022 to 11/08/2022):

Category	Amount
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	

On the right, there is a 'Summary - Last 30 Days' table with the following data:

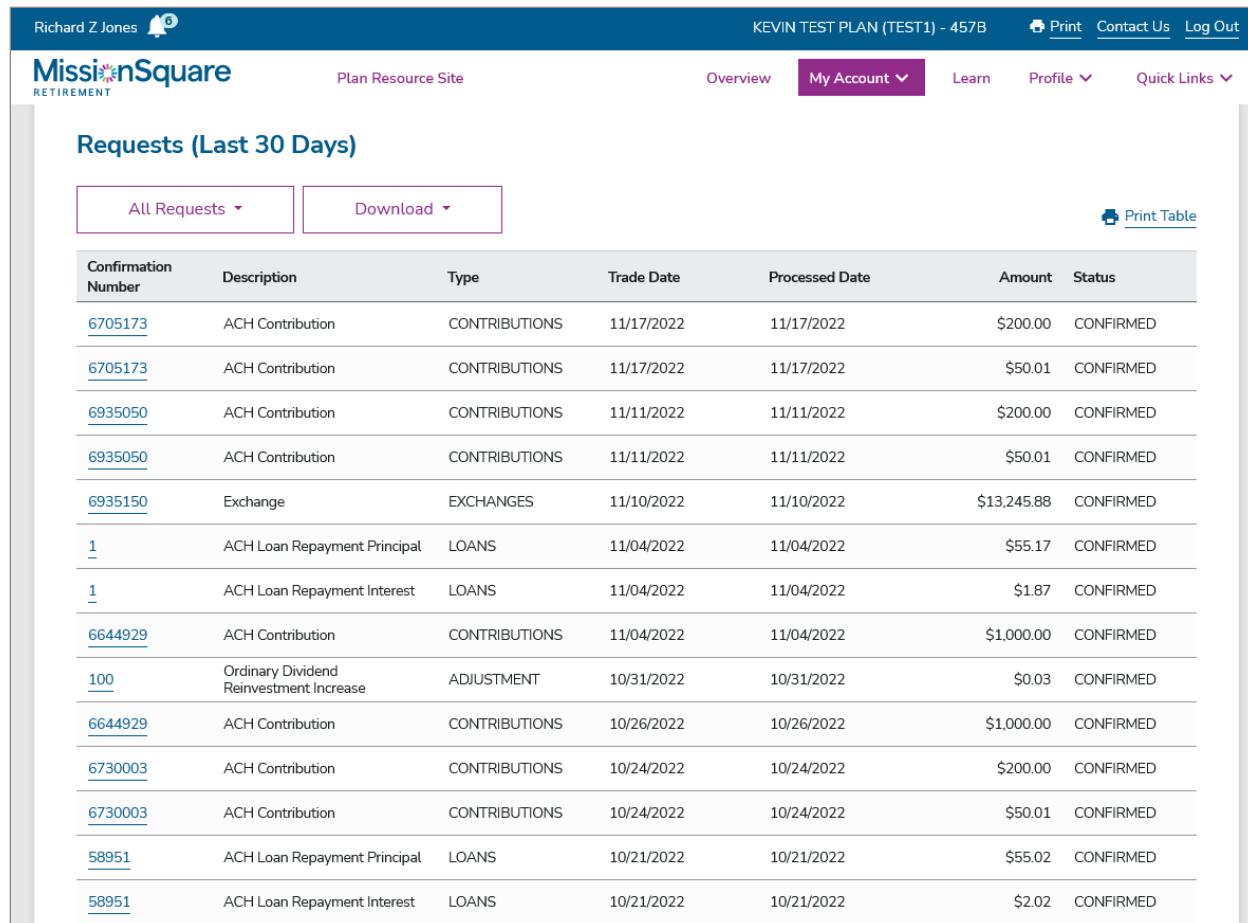
Category	Amount
Beginning Balance	\$93,336.50
Employee Contributions	\$2,000.00
Employer Contributions	\$1,000.00
Loans and Withdrawals	\$0.00
Loan Repayments	\$0.00
Fees and Expenses	\$0.00

At the bottom right, there is a link 'Download On-Demand Statement'.

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.



The screenshot shows a user profile for 'Richard Z Jones' with a notification icon showing '8'. The top navigation bar includes 'KEVIN TEST PLAN (TEST1) - 457B', 'Print', 'Contact Us', and 'Log Out'. Below the navigation is the 'MissionSquare RETIREMENT' logo and 'Plan Resource Site' link. The main content area is titled 'Requests (Last 30 Days)' with 'All Requests' and 'Download' buttons. A 'Print Table' link is also present. The data table lists 15 transaction requests:

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.

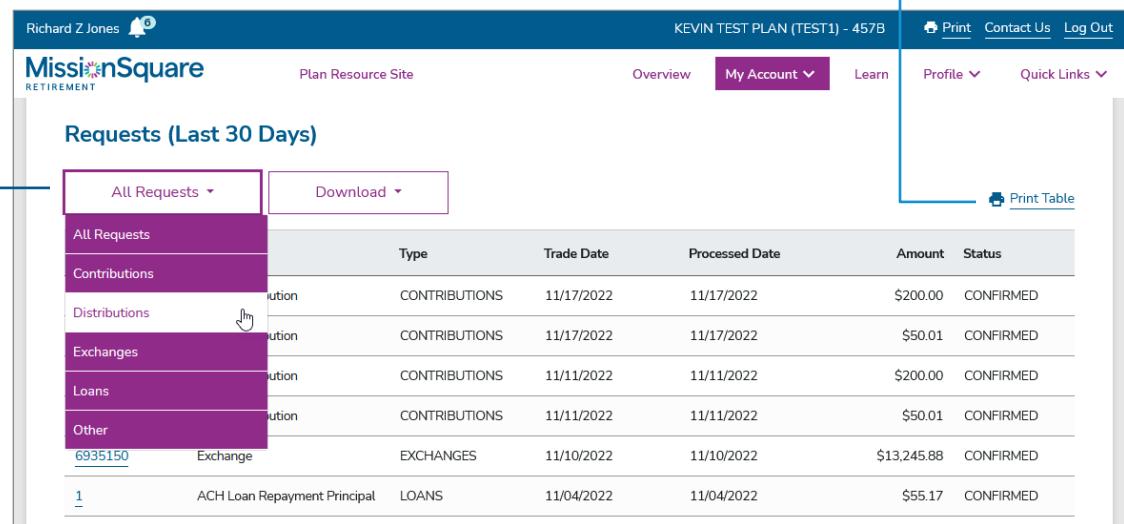
All Requests button

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

Display printable table



KEVIN TEST PLAN (TEST1) - 457B

Richard Z Jones 

MissionSquare RETIREMENT

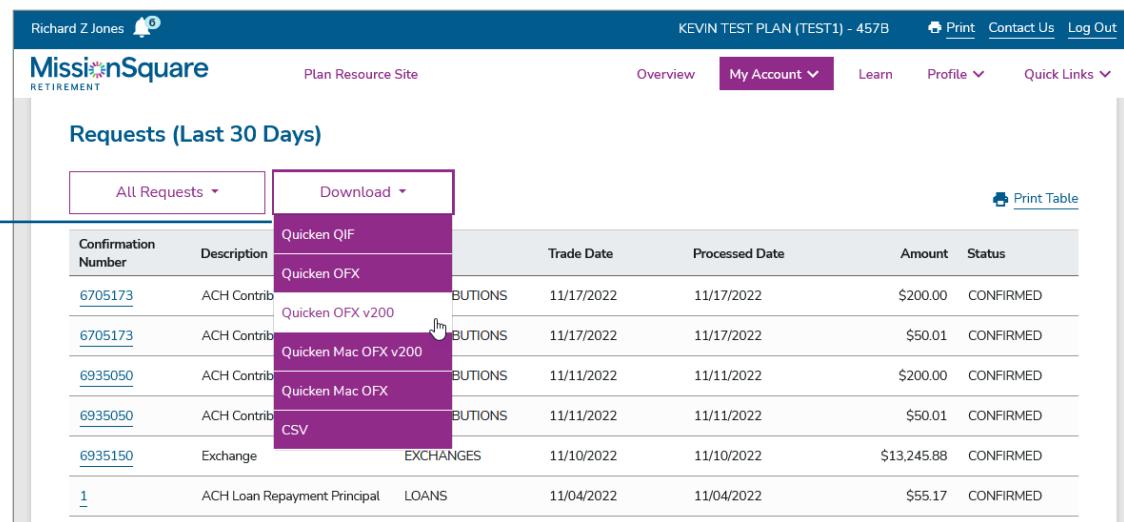
Plan Resource Site Overview My Account Learn Profile Quick Links

Requests (Last 30 Days)

All Requests Download

All Requests	Type	Trade Date	Processed Date	Amount	Status
Contributions	CONTRIBUTIONS	11/17/2022	11/17/2022	\$200.00	CONFIRMED
Distributions	CONTRIBUTIONS	11/17/2022	11/17/2022	\$50.01	CONFIRMED
Exchanges	CONTRIBUTIONS	11/11/2022	11/11/2022	\$200.00	CONFIRMED
Loans	CONTRIBUTIONS	11/11/2022	11/11/2022	\$50.01	CONFIRMED
Other	EXCHANGES	11/10/2022	11/10/2022	\$13,245.88	CONFIRMED
6935150	ACH Loan Repayment Principal	LOANS	11/04/2022	\$55.17	CONFIRMED
1					

Print Table



KEVIN TEST PLAN (TEST1) - 457B

Richard Z Jones 

MissionSquare RETIREMENT

Plan Resource Site Overview My Account Learn Profile Quick Links

Requests (Last 30 Days)

All Requests Download

Quicken QIF **Quicken OFX** **Quicken OFX v200** **Quicken Mac OFX v200** **CSV**

Confirmation Number	Description	Type	Trade Date	Processed Date	Amount	Status
6705173	ACH Contrib	CONTRIBUTIONS	11/17/2022	11/17/2022	\$200.00	CONFIRMED
6705173	ACH Contrib	CONTRIBUTIONS	11/17/2022	11/17/2022	\$50.01	CONFIRMED
6935050	ACH Contrib	CONTRIBUTIONS	11/11/2022	11/11/2022	\$200.00	CONFIRMED
6935050	ACH Contrib	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

Print Table

View and Download Transactions – View Details

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

Confirmation Number _____

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

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 _____

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

Filter Transaction Details

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

Transaction type filter _____

Investments	Asset Class	Amount
▼ Davis New York Venture A	Category 1	\$100.00
Contribution Types		
Pre-tax Employee Voluntary	\$100.00	4.390
▼ Missouri Stable Income		
Contribution Types		
Pre-tax Employee Voluntary	\$100.00	100.000