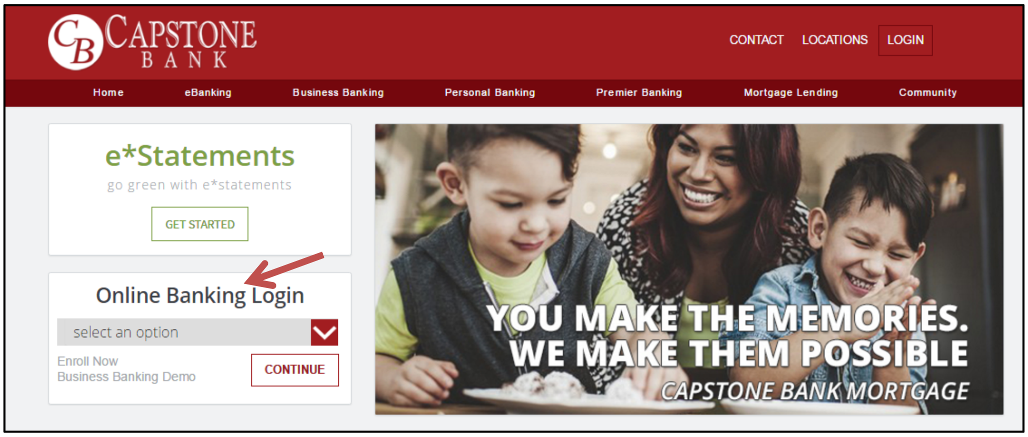
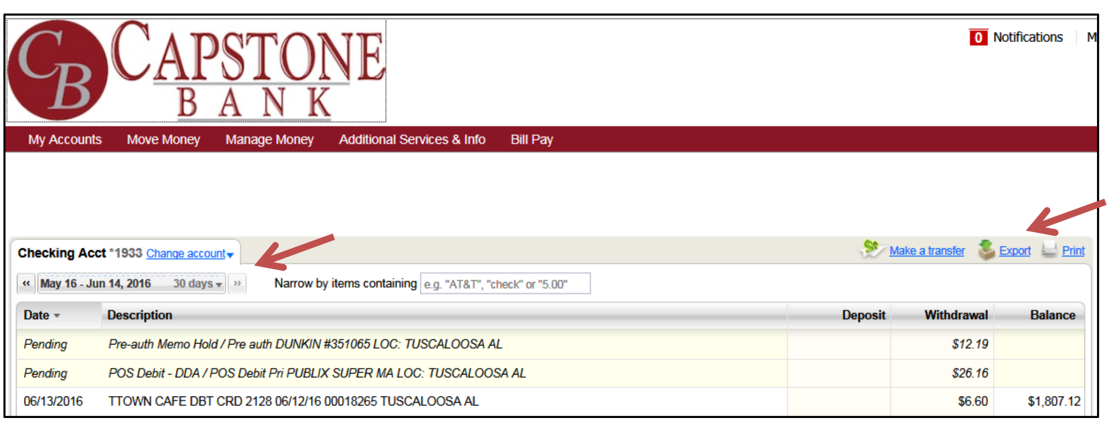
How to Export Transaction History for Quicken/QuickBooks – Personal

1. **Go to www.capstonebankal.com and log in to Personal Online Banking**

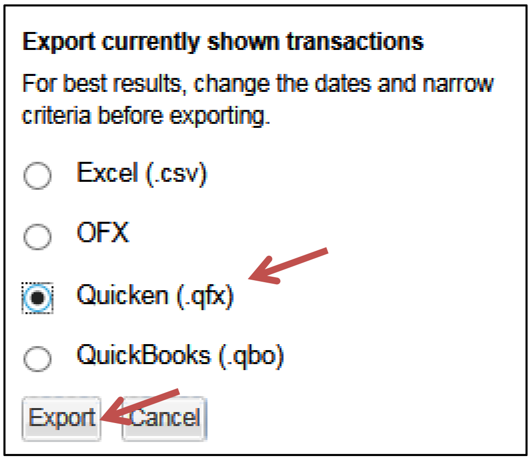


2. **Personal Online Banking Home page**
   - Select desired account

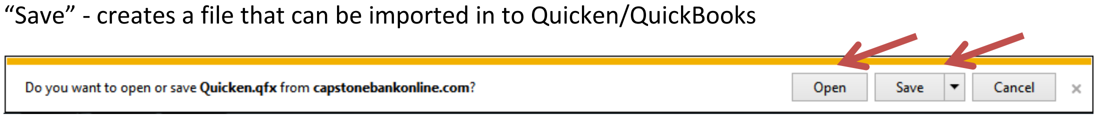
3. **Account Transaction History page**
   - Select desired date range then click "Export"



4. **Export Format Options Box**
   - Choose the desired export format then click on “Export”



5. **File Export Options**
   - “Open” - automatically opens in Quicken/QuickBooks
   - “Save” - creates a file that can be imported in to Quicken/QuickBooks



<u>Note</u>: Transaction history files are designed to work with the latest two versions of Quicken/QuickBooks.