



Your participant  
website

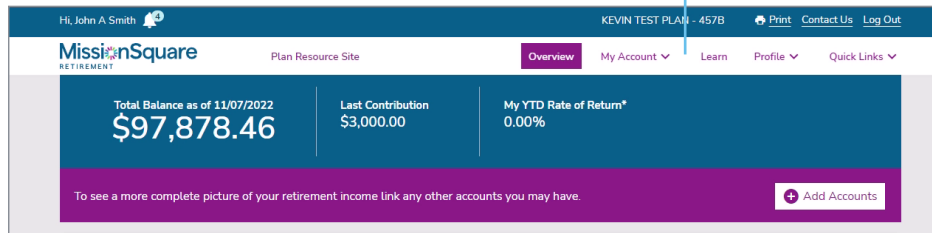
**View and Download  
Transactions**

# Your participant website

## View and download transactions – Single Account View

The ability to view and download transactions is just one step away using the navigation panel at the top of the page. Statements can be accessed via two paths.

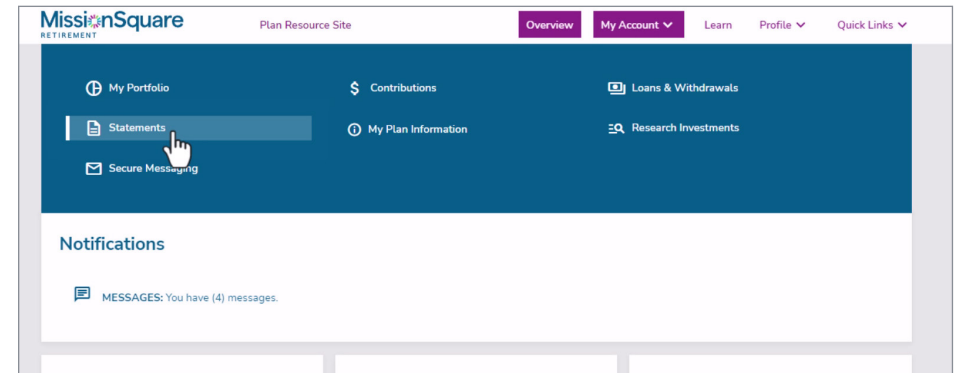
### Navigation panel



If you have just one MissionSquare account, follow these steps:

### Path 1: My Account > Statements link

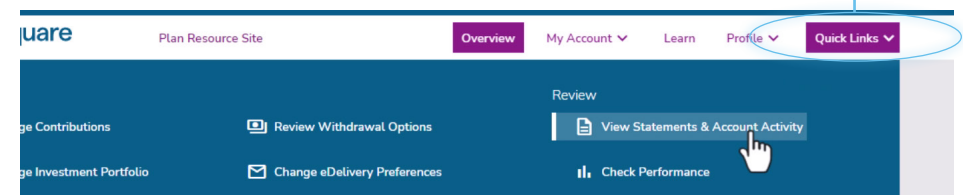
Using the top navigation panel, click on **My Account**, then in the left side column, click on **Statements**.



### Path 2: Quick links > View Statements and Activity

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


### Quick Links button



# Your participant website

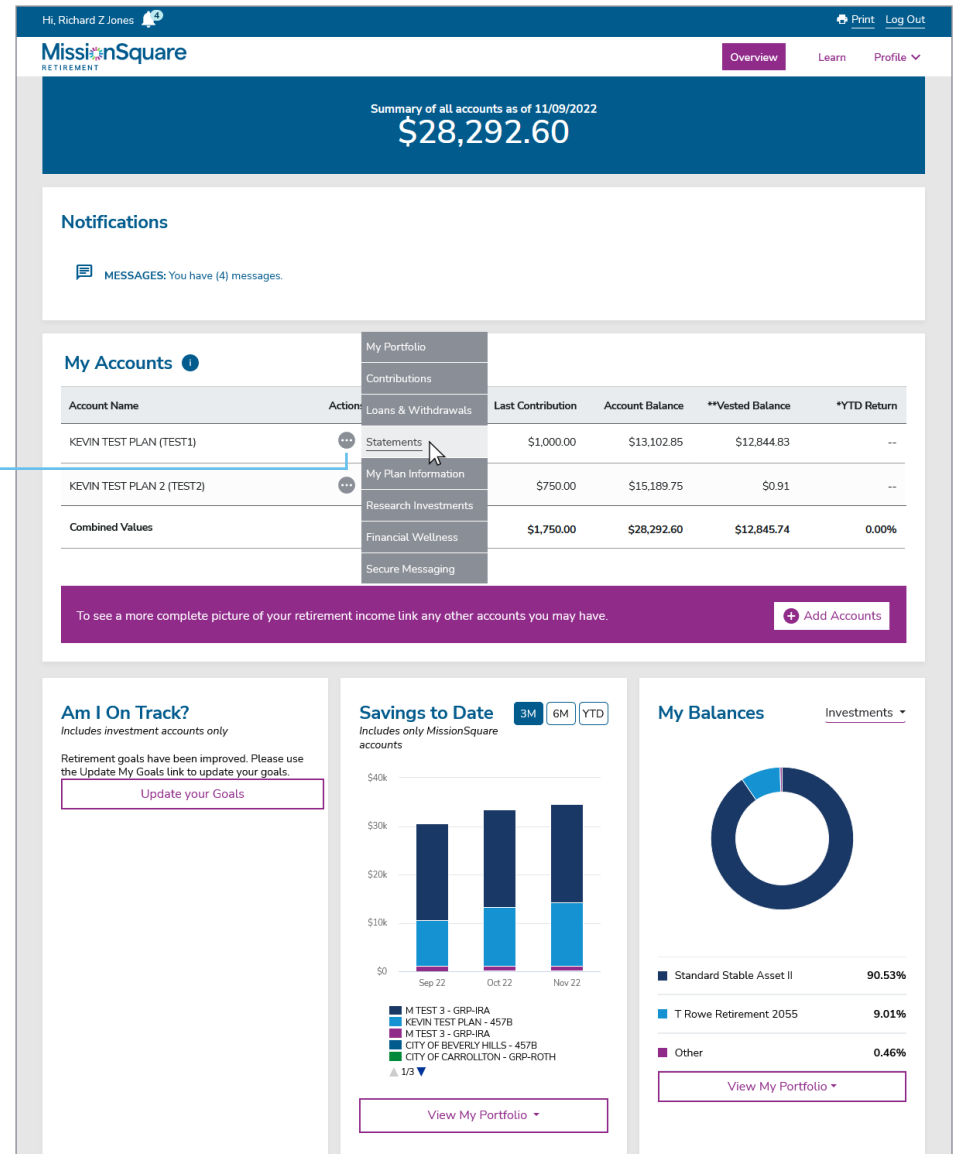
## View and download transactions – Multiple Accounts


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

Since 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 and Activity** screen shown on the next page.

Actions icon





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Summary of all accounts as of 11/09/2022  
**\$28,292.60**

**Notifications**

 MESSAGES: You have (4) messages.

**My Accounts** 

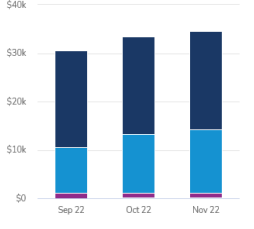
Account Name	Action	Last Contribution	Account Balance	**Vested Balance	*YTD Return
KEVIN TEST PLAN (TEST1)	 Statements	\$1,000.00	\$13,102.85	\$12,844.83	--
KEVIN TEST PLAN 2 (TEST2)	 My Plan Information	\$750.00	\$15,189.75	\$0.91	--
<b>Combined Values</b>		<b>\$1,750.00</b>	<b>\$28,292.60</b>	<b>\$12,845.74</b>	<b>0.00%</b>

[My Portfolio](#)  
[Contributions](#)  
[Loans & Withdrawals](#)  
[Research Investments](#)  
[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** 3M 6M YTD  
*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 and Activities Page

## Statements and Activities Page

All paths outlined on pages 1 and 2 will load the Statements and Activity screen shown below.

The screenshot shows the 'Statements & Activity' page for a retirement account. The page is titled 'Statements & Activity' and features a navigation bar with 'My Account' and 'Change Date Range' buttons. A callout box highlights the 'Change Date Range' button and the 'Date Range' dropdown menu. The page displays account activity for the last 30 days, including a summary table and a 'Download On-Demand Statement' link.

**My Account Activity**

**Date Range**

Last 30 Days

**Summary - Last 30 Days** [Download On-Demand Statement](#)

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	

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

## Select a Date Range

The default date range for your account activity is the last 30 days. To select a different date range\*, use the pull down menu under **Date Range**. Select **Custom Date Range** to enter dates of your choice. Once your desired date range is selected, click the **Change Date Range** button.


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

\*Please note that custom statements are available for a maximum range of 2 years.

## View and download transactions – Activity List

Once you have set your desired **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 last 30 days.

Richard Z Jones  KEVIN TEST PLAN (TEST1) - 457B [Print](#) [Contact Us](#) [Log Out](#)

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### Requests (Last 30 Days)

[All Requests](#) [Download](#) [Print Table](#)

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

Display printable table

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### Requests (Last 30 Days)

		Type	Trade Date	Processed Date	Amount	Status
All Requests						
Contributions	6705173	CONTRIBUTIONS	11/17/2022	11/17/2022	\$200.00	CONFIRMED
Distributions	6705173	CONTRIBUTIONS	11/17/2022	11/17/2022	\$50.01	CONFIRMED
Exchanges	6935050	CONTRIBUTIONS	11/11/2022	11/11/2022	\$200.00	CONFIRMED
Loans	6935050	CONTRIBUTIONS	11/11/2022	11/11/2022	\$50.01	CONFIRMED
Other	6935150	EXCHANGES	11/10/2022	11/10/2022	\$13,245.88	CONFIRMED
1		ACH Loan Repayment Principal	LOANS	11/04/2022	\$55.17	CONFIRMED

Print Table

### Download Your Requests to Quicken/CSV

Once your request type has been sorted (i.e. 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

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### Requests (Last 30 Days)

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	\$55.17	CONFIRMED

Print Table

# View and download transactions – View transaction details

Transaction information and details can be viewed by clicking the hyperlinked **Confirmation Number** for the transaction.

**Requests (Last 30 Days)**

[All Requests](#) [Download](#) [Print Table](#)

Confirmation Number	Description	Type	Trade Date	Processed Date	Amount	Status
<a href="#">6705173</a>	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 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

Show/Hide transaction details

Transaction type filter

**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 expand or collapse the information displayed.

## Filter Transaction Details

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

**Transaction Details**

[Investments](#) [Hide All Details](#)

Investments	Asset Class	Amount								
▼ Davis New York Venture A	Category 1	\$100.00								
<table border="1"><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
Contribution Types	Amount	Units	Price							
Pre-tax Employee Voluntary	\$100.00	4.390	\$22.780							
▼ Missouri Stable Income	Category 1	\$100.00								
<table border="1"><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
Contribution Types	Amount	Units	Price							
Pre-tax Employee Voluntary	\$100.00	100.000	\$1.000							