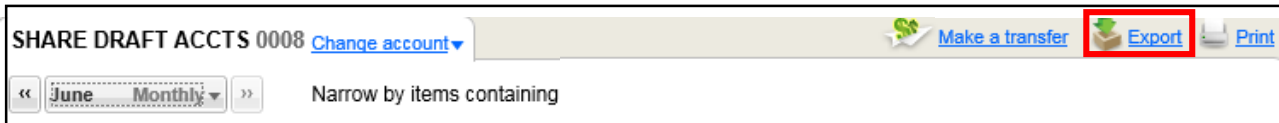


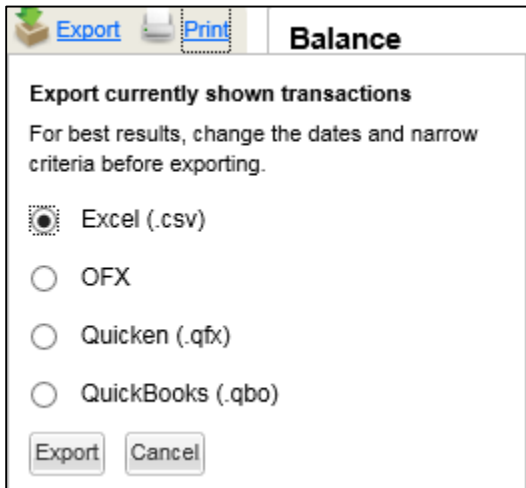
Spreadsheet (.CSV) Export Guide

Steps to export account history into a spreadsheet (like Excel).

1. Log into Elevations Online Banking
2. Click on Personal banking, HELOC, Credit Card, or Auto loan account to download transactions
 - a. This will take you to the History Page for that account
 - b. Customize dates in upper left
3. Click Export



4. Choose the Export Format- Excel (.csv)



5. Click Export
6. Choose to Open or Save File



- a. Open- Excel will open automatically and transactions are downloaded into a Spreadsheet.
- b. Save- Save a copy to your computer for a later use.

Example:

Account Name : SHARE DRAFT ACCTS							
Account Number : 00008							
Date Range : 06/01/2016-06/21/2016							
Date	Description	Memo	Amount Debit	Amount Credit	Balance	Check Number	Fees
6/18/2016	Deposit at ATM #000000004406	ELEVATIONS CU 2960 DIAGONAL HWY BOULDER CO		400	404.81		
6/16/2016	Withdrawal	CHEBA HUT TOASTED SUBS BOULDER CO Date 06/15/16 2426979616	-25.19		4.81		