

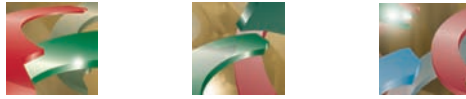
## Downloading Activity for Your Account

To download activity information for your account, select Tools-Download Activity.

The screenshot shows the website's navigation menu. The 'Tools' dropdown menu is open, and 'Download Activity' is highlighted with a red box. Other options in the menu include Calculators, Watchlist, Download Holdings, Download Tax Lots, Personal Finance Download, and Cash Forecasting. The page header includes the company logo and navigation links like Home, Preferences, Help, Contact Us, and Sign out. Market data for NYSE and NASDAQ indices is also visible.

In the Download Type dropdown box, select your account information download preference: Single Account, Account List, or a Combined Account List.

This screenshot shows the 'Download Activity' configuration page. The 'Download Information' section is highlighted with a red box. It contains a 'Download Type' dropdown menu with options: Individual Account, Account List, and Combined Account List. The 'Format Type' dropdown is also visible. Below this, there are radio buttons for 'All Fields', 'Defined Filter', 'Symbol', and 'Dollar Amount'. The 'Defined Filter' section includes a dropdown for 'All Activity' and a 'Sort By' dropdown set to 'Posting Date'. At the bottom, there are buttons for 'Save', 'Rename', 'Attach to ID', 'Reset', and 'Delete', along with a 'Go to Preview and Execute' link. A table at the bottom allows users to select fields from the left pane and add them to the 'Custom Format' list on the right pane.



Select your format type from the dropdown box.

Financial Summary | Portfolio | Activity | Reports | Tools | Links

Calculators | Watchlist | Download Holdings | Download Tax Lots | Download Activity | Personal Finance Download | Cash Forecasting

**Download Activity**

TEST  
Created: 05/05/2008 Modified: 05/05/2008  
Last Accessed: 07/17/2008

Specify download and filter information.

**Download Information**

Download Type: Individual Account

Format Type: **Excel** (dropdown menu open showing: Excel, Comma Separated, Fixed Length, Tab Delimited, Excel)

All Fields  Select Fields

**Download Filters**

Defined Filter: All Activity

Symbol: [ ]

Dollar Amount: Greater than or equal to [ ]

Sort By: Posting Date

Save | Rename | Attach to ID | Reset | Delete | [Go to Preview and Execute](#)

Select the field(s) of information on the left pane and click Add to add to the Custom Format list on the right pane. Use the up and down arrows to determine field placement.

Account Header - Fields		Account Header - Custom Format	
Field	Length	Field	Length
Account Number	9 A/N		

Select the button to download All Fields, or customize your own download preferences by choosing the Select Fields button. If you choose Select Fields, use the Add and Remove buttons on the lower portion of your screen to add and remove columns. You may also filter for certain types of activity by using the download filters section on the right.

Financial Summary | Portfolio | Activity | Reports | Tools | Links

Calculators | Watchlist | Download Holdings | Download Tax Lots | Download Activity | Personal Finance Download | Cash Forecasting

**Download Activity**

TEST  
Created: 05/05/2008 Modified: 05/05/2008  
Last Accessed: 07/17/2008

Specify download and filter information.

**Download Information**

Download Type: Individual Account

Format Type: Excel

All Fields  Select Fields

**Download Filters**

Defined Filter: All Activity

Symbol: [ ]

Dollar Amount: Greater than or equal to [ ]

Sort By: Posting Date

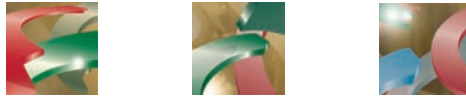
Save | Rename | Attach to ID | Reset | Delete | [Go to Preview and Execute](#)

Select the field(s) of information on the left pane and click Add to add to the Custom Format list on the right pane. Use the up and down arrows to determine field placement.

Account Header - Fields		Account Header - Custom Format	
Field	Length	Field	Length
Account Number	9 A/N		
Administrative Officer	3 A/N		
Investment Officer	3 A/N		

Detail Records - Fields		Detail Records - Custom Format	
Field	Length	Field	Length
Tran Desc. Line 1	36 A/N		
Tran Desc. Line 2	36 A/N		
Tran Desc. Line 3	36 A/N		
Tran Desc. Line 4	36 A/N		
Tran Desc. Line 5	36 A/N		
Posting Date	0 M		



Once you have all your parameters set, select Go to Preview and Execute.

+53.33 +0.64% As of 14:40 EDT 17 Jul 2008 (COMP) NASDAQ COMPOSITE 2,313.69 +28.84 +1.26% (NYA) NYSE COMPOSITE INDEX 8,386.15 +53.33 +0.64% Quick Quote

Financial Summary Portfolio Activity Reports Tools Links

Calculators Watchlist Download Holdings Download Tax Lots Download Activity Personal Finance Download Cash Forecasting

### Download Activity

TEST  
Created: 05/05/2008 Modified: 05/05/2008  
Last Accessed: 07/17/2008

Specify download and filter information.

Download Information		Download Filters	
Download Type	Individual Account	<input type="radio"/> Defined Filter	All Activity
Format Type	Excel	<input type="radio"/> Symbol	
<input checked="" type="radio"/> All Fields	<input type="radio"/> Select Fields	<input type="radio"/> Dollar Amount	Greater than or equal to
		Sort By	Posting Date

Save Rename Attach to ID Reset Delete **Go to Preview and Execute**

Select the field(s) of information on the left pane and click Add to add to the Custom Format list on the right pane. Use the up and down arrows to determine field placement.

Account Header - Fields		Account Header - Custom Format	
Field	Length	Field	Length

Verify your parameters. You may choose Return to go back and alter your parameters, or select Download to proceed.

(NYA) NYSE COMPOSITE INDEX 8,370.19 +37.37 +0.45% As of 14:45 EDT 17 Jul 2008 (COMP) NASDAQ COMPOSITE 2,313.26 +28.41 +1.24% (NYA) NYSE Quick Quote

Financial Summary Portfolio Activity Reports Tools Links

Calculators Watchlist Download Holdings Download Tax Lots Download Activity Personal Finance Download Cash Forecasting

### Download Activity - Preview and Execute

TEST  
Created: 05/05/2008 Modified: 05/05/2008  
Last Accessed: 07/17/2008

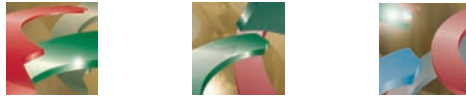
Download and Filter Information

Download Type: Individual Account Filtered By: None  
Format Type: Excel Sorted By: Posting Date

The following are the fields of information to be downloaded. Select "Download" to execute the format, or select "Return" to go back to the detail page.

Account Header Record			Detail Records		
Field Name	Field Length	Columns	Field Name	Field Length	Columns
Account Number	9	A/N	Tran Desc. Line 1	36	A/N
Administrative Officer	3	A/N	Tran Desc. Line 2	36	A/N
Investment Officer	3	A/N	Tran Desc. Line 3	36	A/N
			Tran Desc. Line 4	36	A/N
			Tran Desc. Line 5	36	A/N
			Posting Date	R	N

**Download Return**



Save your data to a file or open your file within the application.

**File Download**

Do you want to open or save this file?

Name: ActivityTransactionsExport20080717.xls  
Type: Microsoft Excel Worksheet, 31.9 KB  
From: portfolioonline.metavante.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Download Return

**Account Header Record**

Field Name	Field Length	Columns
Account Number	9	A/N
Administrative Officer	3	A/N
Investment Officer	3	A/N

**Detail Records**

Field Name	Field Length	Columns
Tran Desc. Line 1	36	A/N
Tran Desc. Line 2	36	A/N
Tran Desc. Line 3	36	A/N
Tran Desc. Line 4	36	A/N
Tran Desc. Line 5	36	A/N
Posting Date	8	N

The file is now ready to view.