1. Log into Internet Banking

2. Go to "List of Accounts"

3. Click on the account that you want

4. Click on "Transactions" then "All Transactions"

5. Put in desired range of dates

6. Change numbers of "Transactions per page" to 500 (If account has a lot of activity, this will also make all transactions on one page otherwise you will have to export each page individually)

7. Click "View Transactions"

8. Click the "Select All" Option

9. Scroll to the bottom and select "Export Selected"

10. When new page comes up, scroll to the bottom, Screen format should be "Comma Separated File (CSV)" and then select "Download Export"
     This will put the files into an excel document.