



How to view Account Activity

STEPS

INSTRUCTIONS

1



Log in to VM Express Online and click your **Account Number**. Transactions for the last month will display.

2



To view transactions for a longer period, click **Show Filters** located to the right of the page. This allows you to enter the date range of transactions you wish to view. The maximum allowable date range is one year at a time. Once the date range has been entered click **Apply Filters**.

3



Scroll down to view the requested transactions. The option to download as PDF, Excel, PDF or CSV will display.

