Your participant website

View and Download Transactions

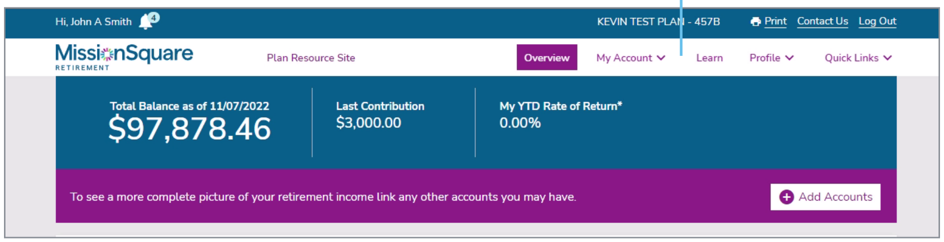
MissionSquare
RETIREMENT

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.

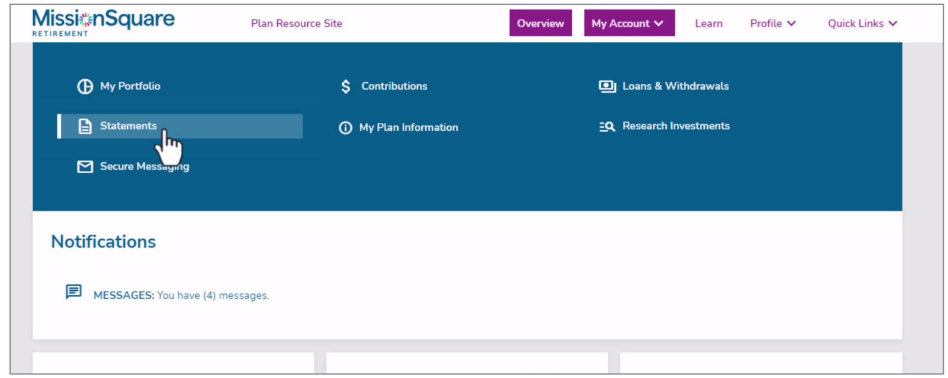
Navigation panel



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

Path 1: My Account > Statements link

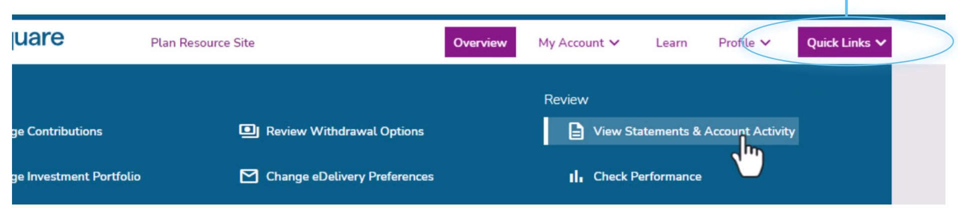
Using the top navigation panel, click on **My Account**, then in the left side column, click on **Statements**.



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

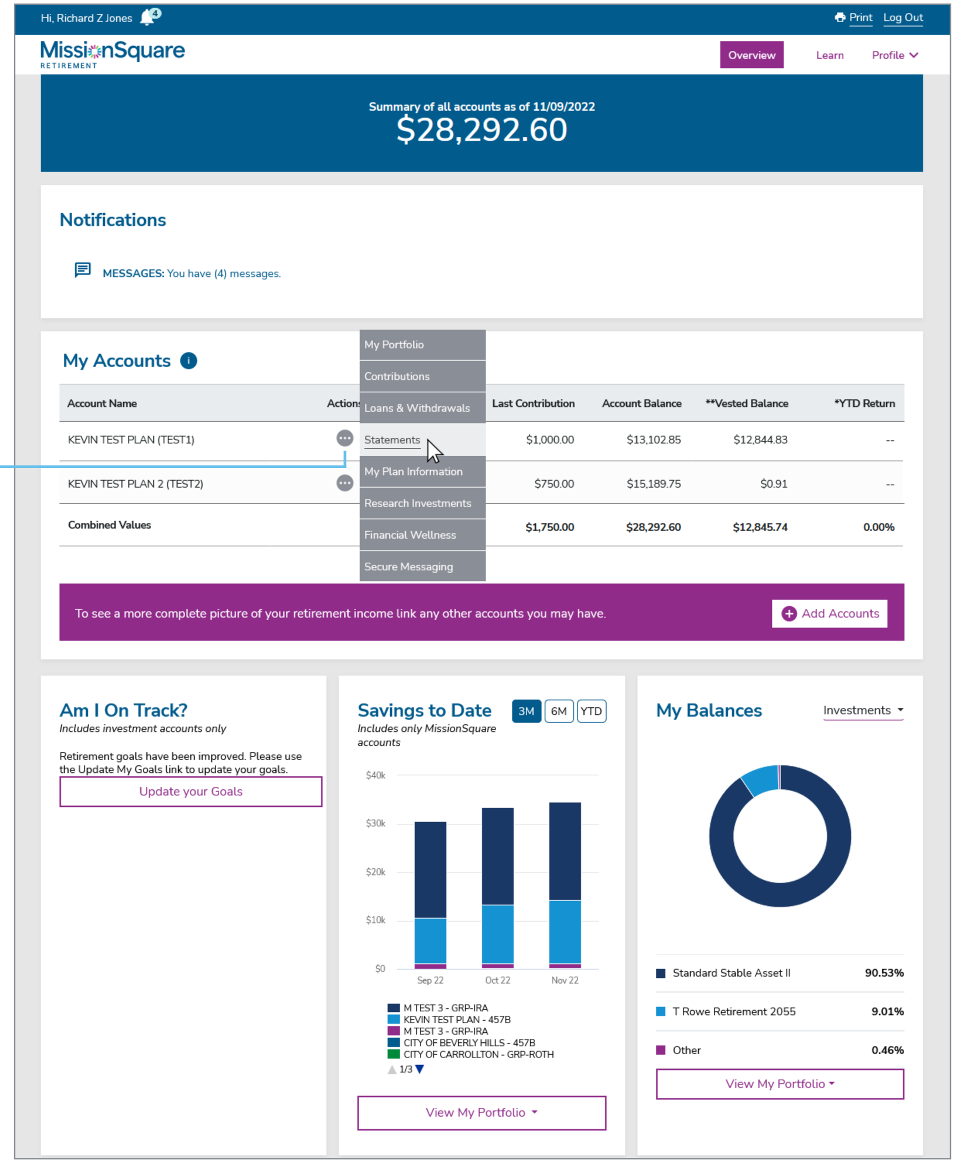
View and download transactions – Multiple Accounts

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.

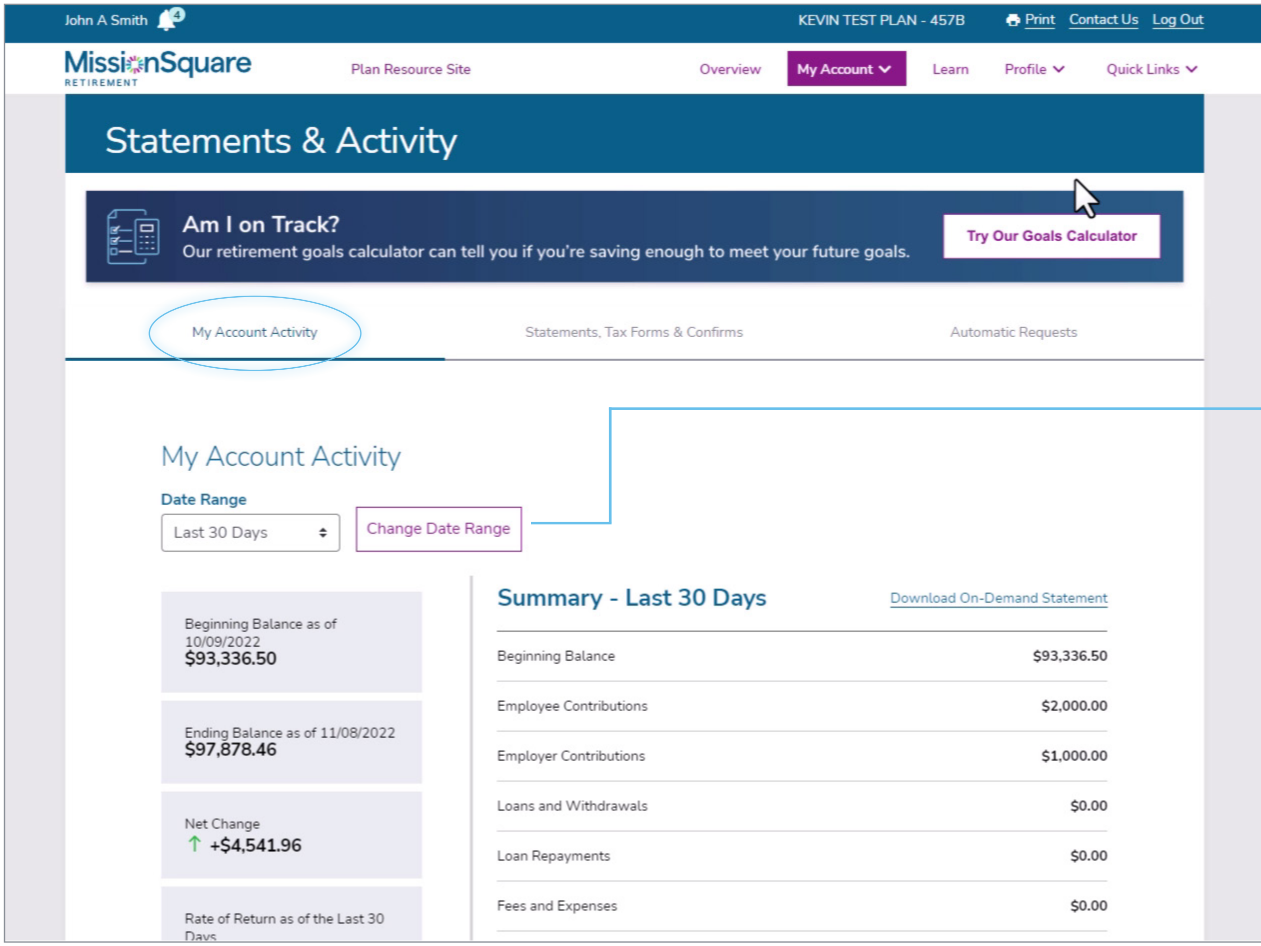
Actions icon



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.



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.

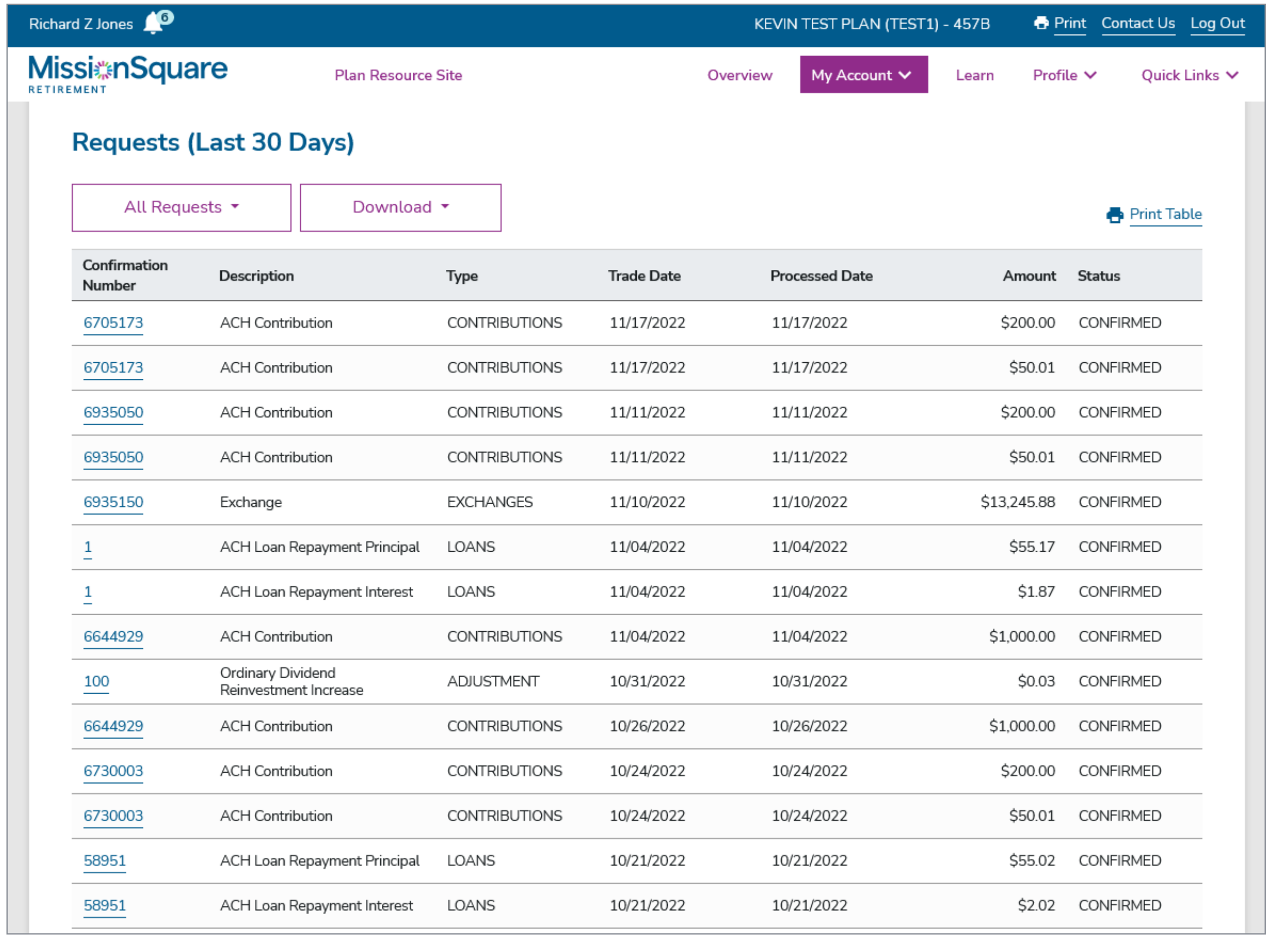
You will notice the account data changes to reflect the time period you selected.

*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.



View and download transactions – My Account Activity Tab

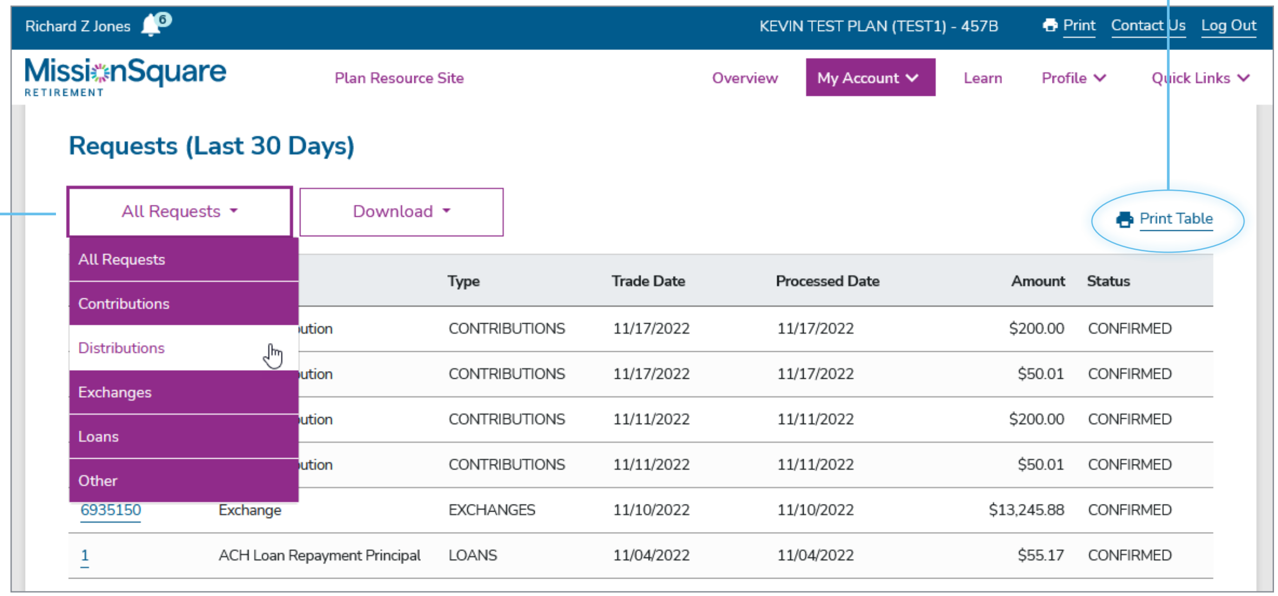
Account Requests and Downloads

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.

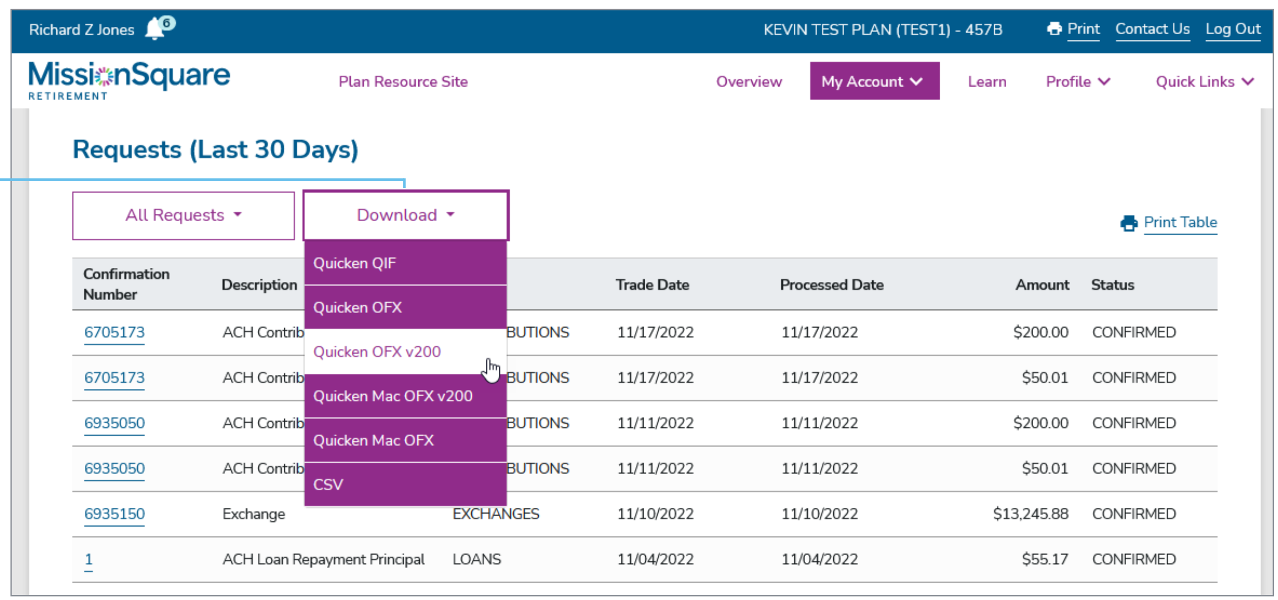
Display printable table



All Requests button

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

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

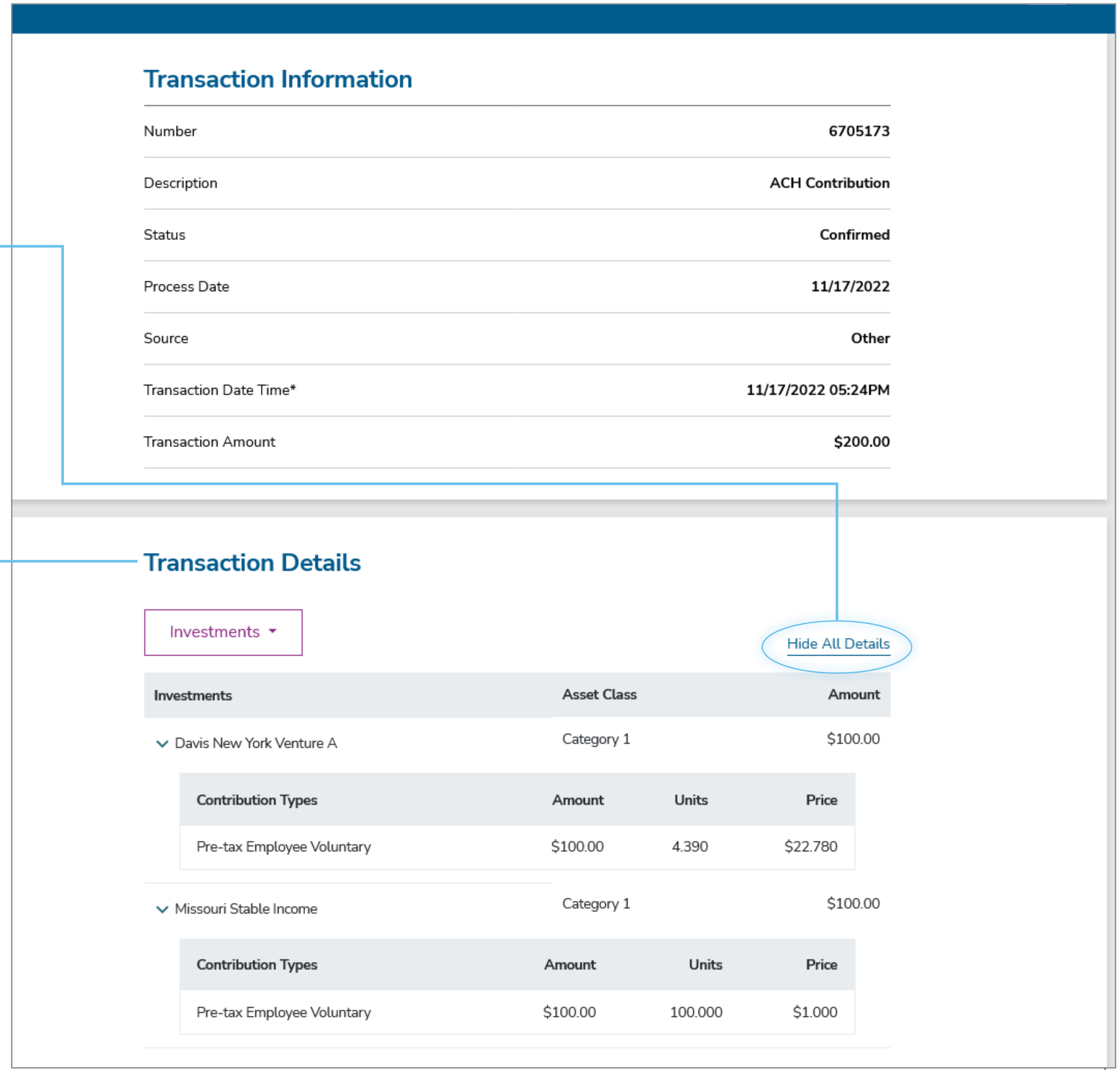
Confirmation Number	Description	Type	Trade Date	Processed Date	Amount	Status
6705173	ACH Contribution	CONTRIBUTIONS	11/17/2022	11/17/2022	$200.00	CONFIRMED

View Transaction Information Details

The Transaction Details page will load and **Transaction Information** will display in the top section of the page.

Show/Hide transaction details

Transaction type filter



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

Transaction Details

Investments ▾ | Hide All Details

Investments	Asset Class	Amount
Davis New York Venture A	Category 1	$100.00

Contribution Types	Amount	Units	Price
Pre-tax Employee Voluntary	$100.00	4.390	$22.780

Investments	Asset Class	Amount
Missouri Stable Income	Category 1	$100.00

Contribution Types	Amount	Units	Price
Pre-tax Employee Voluntary	$100.00	100.000	$1.000

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.