



Your participant  
website

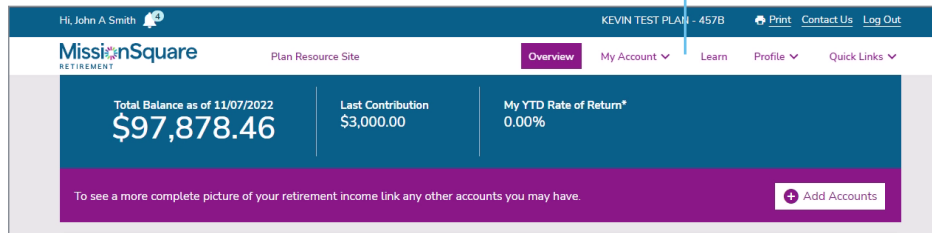
**View and Download  
Transactions**

# 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.

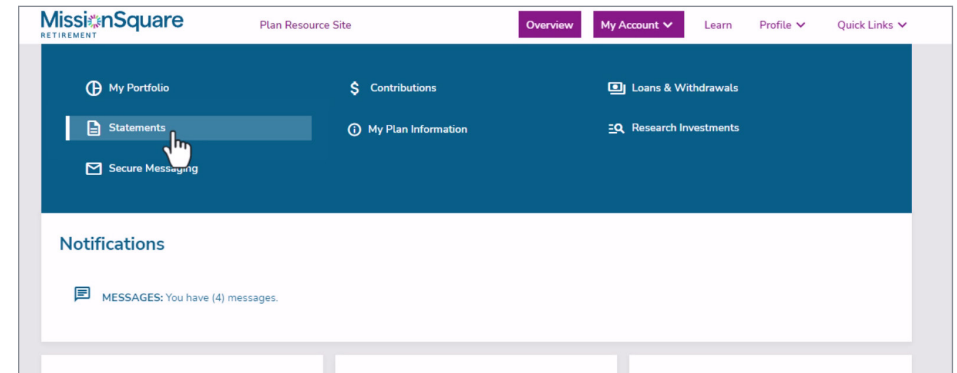
### Navigation panel



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

### Path 1: My Account > Statements link

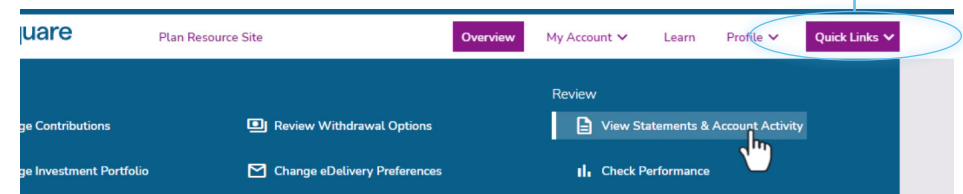
Using the top navigation panel, click on **My Account**, then in the left side column, click on **Statements**.



### 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

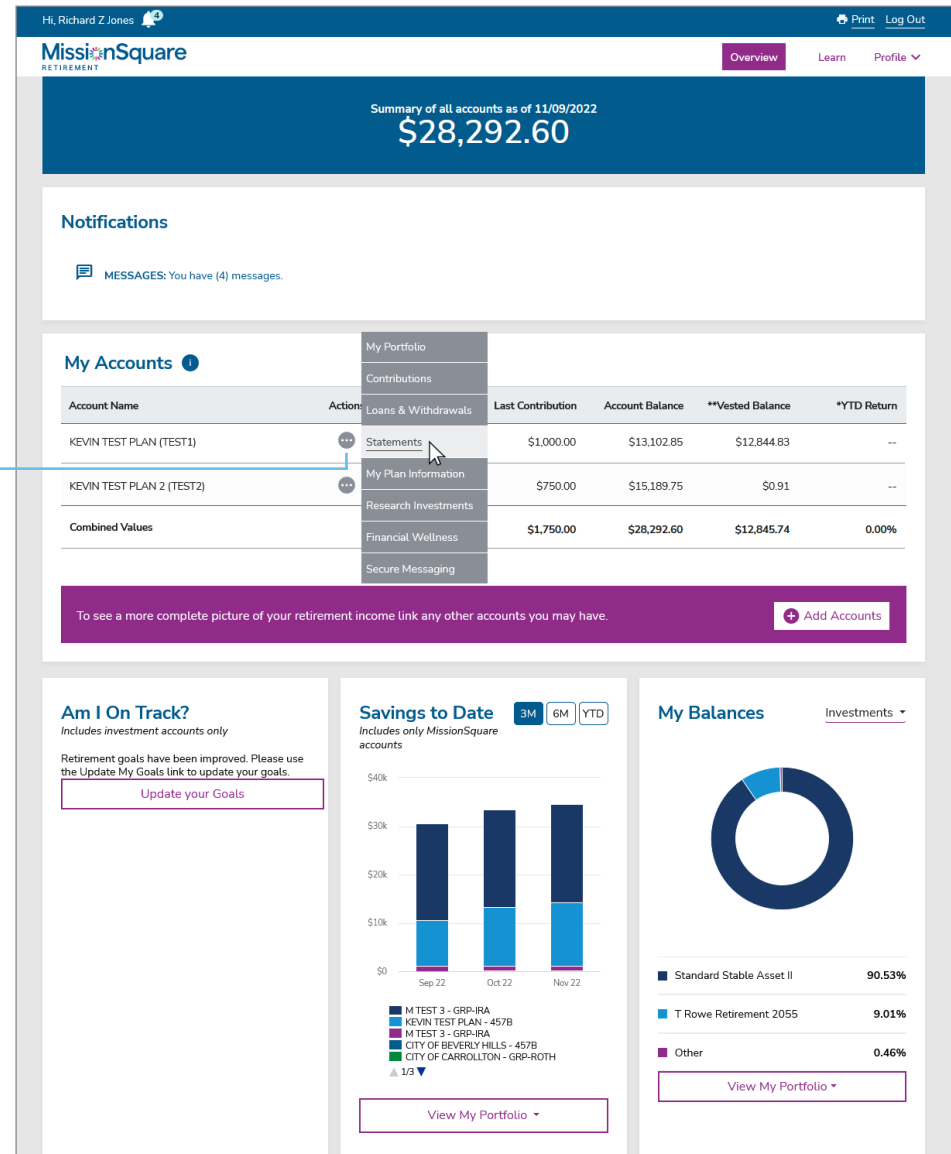
## View and download transactions – Multiple Accounts


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





Hi, Richard Z Jones  [Print](#) [Log Out](#)



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Summary of all accounts as of 11/09/2022  
**\$28,292.60**

**Notifications**




 MESSAGES: You have (4) messages.

**My Accounts** 

Account Name	Action	Last Contribution	Account Balance	**Vested Balance	*YTD Return
KEVIN TEST PLAN (TEST1)	 Statements	\$1,000.00	\$13,102.85	\$12,844.83	--
KEVIN TEST PLAN 2 (TEST2)	 My Plan Information	\$750.00	\$15,189.75	\$0.91	--
Combined Values	Research Investments	\$1,750.00	\$28,292.60	\$12,845.74	0.00%
	Financial Wellness				
	Secure Messaging				


To see a more complete picture of your retirement income link any other accounts you may have. [+ Add Accounts](#)

**Am I On Track?**  
*Includes investment accounts only*  
Retirement goals have been improved. Please use the Update My Goals link to update your goals.  
[Update your Goals](#)

**Savings to Date**     
*Includes only MissionSquare accounts*

Bar chart showing savings to date for Sep 22, Oct 22, and Nov 22. Legend: M TEST 3 - GRP-IRA, KEVIN TEST PLAN - 457B, M TEST 3 - GRP-IRA, CITY OF BEVERLY HILLS - 457B, CITY OF CARROLLTON - GRP-ROTH.

[View My Portfolio](#)

**My Balances** [Investments](#) 

Donut chart showing investment allocation: Standard Stable Asset II (90.53%), T Rowe Retirement 2055 (9.01%), Other (0.46%).

[View My Portfolio](#)

# 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.

**Statements & Activity**

**Am I on Track?**  
Our retirement goals calculator can tell you if you're saving enough to meet your future goals. [Try Our Goals Calculator](#)

**My Account Activity** | Statements, Tax Forms & Confirms | Automatic Requests

**My Account Activity**

**Date Range**  
Last 30 Days [Change Date Range](#)

**Summary - Last 30 Days** [Download On-Demand Statement](#)

Beginning Balance as of 10/09/2022	\$93,336.50
Ending Balance as of 11/08/2022	\$97,878.46
Net Change	↑ +\$4,541.96
Rate of Return as of the Last 30 Days	

Beginning Balance	\$93,336.50
Employee Contributions	\$2,000.00
Employer Contributions	\$1,000.00
Loans and Withdrawals	\$0.00
Loan Repayments	\$0.00
Fees and Expenses	\$0.00

## 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.

Richard Z Jones

KEVIN TEST PLAN (TEST1) - 457B

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Mississippi Square  
RETIREMENT

Plan Resource Site

Overview

My Account

Learn

Profile

Quick Links

### Requests (Last 30 Days)

All Requests

Download

Print Table

Confirmation Number	Description	Type	Trade Date	Processed Date	Amount	Status
<a href="#">6705173</a>	ACH Contribution	CONTRIBUTIONS	11/17/2022	11/17/2022	\$200.00	CONFIRMED
<a href="#">6705173</a>	ACH Contribution	CONTRIBUTIONS	11/17/2022	11/17/2022	\$50.01	CONFIRMED
<a href="#">6935050</a>	ACH Contribution	CONTRIBUTIONS	11/11/2022	11/11/2022	\$200.00	CONFIRMED
<a href="#">6935050</a>	ACH Contribution	CONTRIBUTIONS	11/11/2022	11/11/2022	\$50.01	CONFIRMED
<a href="#">6935150</a>	Exchange	EXCHANGES	11/10/2022	11/10/2022	\$13,245.88	CONFIRMED
<a href="#">1</a>	ACH Loan Repayment Principal	LOANS	11/04/2022	11/04/2022	\$55.17	CONFIRMED
<a href="#">1</a>	ACH Loan Repayment Interest	LOANS	11/04/2022	11/04/2022	\$1.87	CONFIRMED
<a href="#">6644929</a>	ACH Contribution	CONTRIBUTIONS	11/04/2022	11/04/2022	\$1,000.00	CONFIRMED
<a href="#">100</a>	Ordinary Dividend Reinvestment Increase	ADJUSTMENT	10/31/2022	10/31/2022	\$0.03	CONFIRMED
<a href="#">6644929</a>	ACH Contribution	CONTRIBUTIONS	10/26/2022	10/26/2022	\$1,000.00	CONFIRMED
<a href="#">6730003</a>	ACH Contribution	CONTRIBUTIONS	10/24/2022	10/24/2022	\$200.00	CONFIRMED
<a href="#">6730003</a>	ACH Contribution	CONTRIBUTIONS	10/24/2022	10/24/2022	\$50.01	CONFIRMED
<a href="#">58951</a>	ACH Loan Repayment Principal	LOANS	10/21/2022	10/21/2022	\$55.02	CONFIRMED
<a href="#">58951</a>	ACH Loan Repayment Interest	LOANS	10/21/2022	10/21/2022	\$2.02	CONFIRMED

# 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.

All Requests button

Display printable table

The screenshot shows the MissionSquare Retirement account activity page. At the top, there's a header with the user's name 'Richard Z Jones', a notification bell, and the plan name 'KEVIN TEST PLAN (TEST1) - 457B'. Below this is a navigation bar with links for 'Print', 'Contact Us', and 'Log Out'. The main content area is titled 'Requests (Last 30 Days)'. It features a dropdown menu for 'All Requests' and a 'Download' button. The dropdown menu is open, showing options: 'All Requests', 'Contributions', 'Distributions', 'Exchanges', 'Loans', and 'Other'. The table below has columns: 'Type', 'Trade Date', 'Processed Date', 'Amount', and 'Status'. The first row shows 'CONTRIBUTIONS' for '11/17/2022' with an amount of '\$200.00' and status 'CONFIRMED'. The second row shows 'CONTRIBUTIONS' for '11/17/2022' with an amount of '\$50.01' and status 'CONFIRMED'. The third row shows 'CONTRIBUTIONS' for '11/11/2022' with an amount of '\$200.00' and status 'CONFIRMED'. The fourth row shows 'CONTRIBUTIONS' for '11/11/2022' with an amount of '\$50.01' and status 'CONFIRMED'. The fifth row shows 'EXCHANGES' for '11/10/2022' with an amount of '\$13,245.88' and status 'CONFIRMED'. The sixth row shows 'LOANS' for '11/04/2022' with an amount of '\$55.17' and status 'CONFIRMED'. A 'Print Table' button is located at the top right of the table area.

Type	Trade Date	Processed Date	Amount	Status
CONTRIBUTIONS	11/17/2022	11/17/2022	\$200.00	CONFIRMED
CONTRIBUTIONS	11/17/2022	11/17/2022	\$50.01	CONFIRMED
CONTRIBUTIONS	11/11/2022	11/11/2022	\$200.00	CONFIRMED
CONTRIBUTIONS	11/11/2022	11/11/2022	\$50.01	CONFIRMED
EXCHANGES	11/10/2022	11/10/2022	\$13,245.88	CONFIRMED
LOANS	11/04/2022	11/04/2022	\$55.17	CONFIRMED

### 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

The screenshot shows the MissionSquare Retirement account activity page. At the top, there's a header with the user's name 'Richard Z Jones', a notification bell, and the plan name 'KEVIN TEST PLAN (TEST1) - 457B'. Below this is a navigation bar with links for 'Print', 'Contact Us', and 'Log Out'. The main content area is titled 'Requests (Last 30 Days)'. It features a dropdown menu for 'All Requests' and a 'Download' button. The dropdown menu is open, showing options: 'Quicken QIF', 'Quicken OFX', 'Quicken OFX v200', 'Quicken Mac OFX v200', 'Quicken Mac OFX', and 'CSV'. The table below has columns: 'Confirmation Number', 'Description', 'Type', 'Trade Date', 'Processed Date', 'Amount', and 'Status'. The first row shows '6705173' for 'ACH Contrib' with 'BUTIONS' type, '11/17/2022' trade date, '11/17/2022' processed date, '\$200.00' amount, and 'CONFIRMED' status. The second row shows '6705173' for 'ACH Contrib' with 'BUTIONS' type, '11/17/2022' trade date, '11/17/2022' processed date, '\$50.01' amount, and 'CONFIRMED' status. The third row shows '6935050' for 'ACH Contrib' with 'BUTIONS' type, '11/11/2022' trade date, '11/11/2022' processed date, '\$200.00' amount, and 'CONFIRMED' status. The fourth row shows '6935050' for 'ACH Contrib' with 'BUTIONS' type, '11/11/2022' trade date, '11/11/2022' processed date, '\$50.01' amount, and 'CONFIRMED' status. The fifth row shows '6935150' for 'Exchange' with 'EXCHANGES' type, '11/10/2022' trade date, '11/10/2022' processed date, '\$13,245.88' amount, and 'CONFIRMED' status. The sixth row shows '1' for 'ACH Loan Repayment Principal' with 'LOANS' type, '11/04/2022' trade date, '11/04/2022' processed date, '\$55.17' amount, and 'CONFIRMED' status. A 'Print Table' button is located at the top right of the table area.

Confirmation Number	Description	Type	Trade Date	Processed Date	Amount	Status
6705173	ACH Contrib	BUTIONS	11/17/2022	11/17/2022	\$200.00	CONFIRMED
6705173	ACH Contrib	BUTIONS	11/17/2022	11/17/2022	\$50.01	CONFIRMED
6935050	ACH Contrib	BUTIONS	11/11/2022	11/11/2022	\$200.00	CONFIRMED
6935050	ACH Contrib	BUTIONS	11/11/2022	11/11/2022	\$50.01	CONFIRMED
6935150	Exchange	EXCHANGES	11/10/2022	11/10/2022	\$13,245.88	CONFIRMED
1	ACH Loan Repayment Principal	LOANS	11/04/2022	11/04/2022	\$55.17	CONFIRMED

# View and download transactions – View transaction details

Transaction information and details can be viewed by clicking the hyperlinked **Confirmation Number** for the transaction.

## 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 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.

Requests (Last 30 Days)

All Requests

Download

Print Table

Confirmation Number	Description	Type	Trade Date	Processed Date	Amount	Status
<a href="#">6705173</a>	ACH Contribution	CONTRIBUTIONS	11/17/2022	11/17/2022	\$200.00	CONFIRMED

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								
<table><thead><tr><th>Contribution Types</th><th>Amount</th><th>Units</th><th>Price</th></tr></thead><tbody><tr><td>Pre-tax Employee Voluntary</td><td>\$100.00</td><td>4.390</td><td>\$22.780</td></tr></tbody></table>			Contribution Types	Amount	Units	Price	Pre-tax Employee Voluntary	\$100.00	4.390	\$22.780
Contribution Types	Amount	Units	Price							
Pre-tax Employee Voluntary	\$100.00	4.390	\$22.780							
▼ Missouri Stable Income	Category 1	\$100.00								
<table><thead><tr><th>Contribution Types</th><th>Amount</th><th>Units</th><th>Price</th></tr></thead><tbody><tr><td>Pre-tax Employee Voluntary</td><td>\$100.00</td><td>100.000</td><td>\$1.000</td></tr></tbody></table>			Contribution Types	Amount	Units	Price	Pre-tax Employee Voluntary	\$100.00	100.000	\$1.000
Contribution Types	Amount	Units	Price							
Pre-tax Employee Voluntary	\$100.00	100.000	\$1.000							