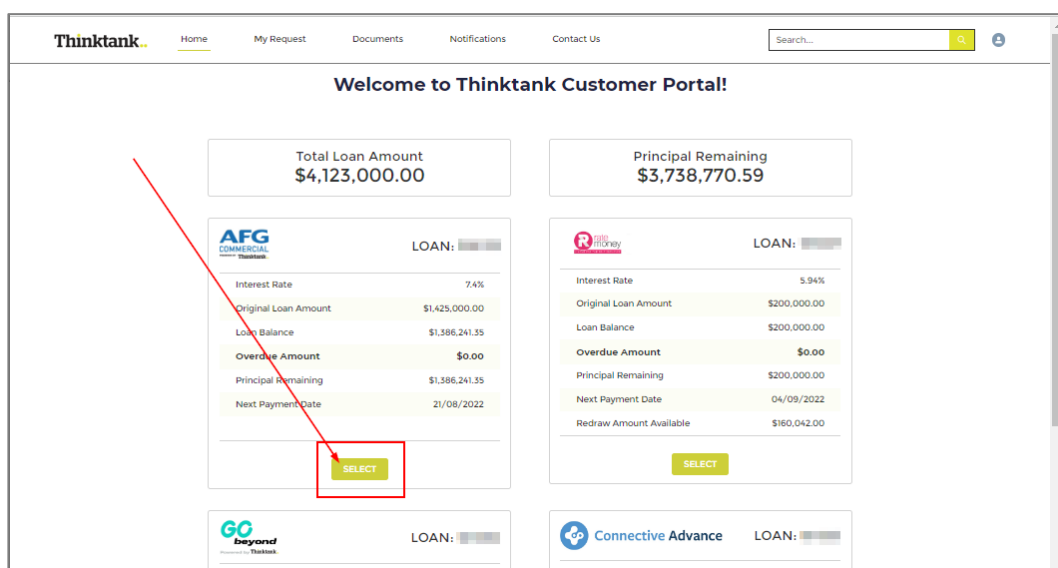


## VIEW AND SORT TRANSACTIONS

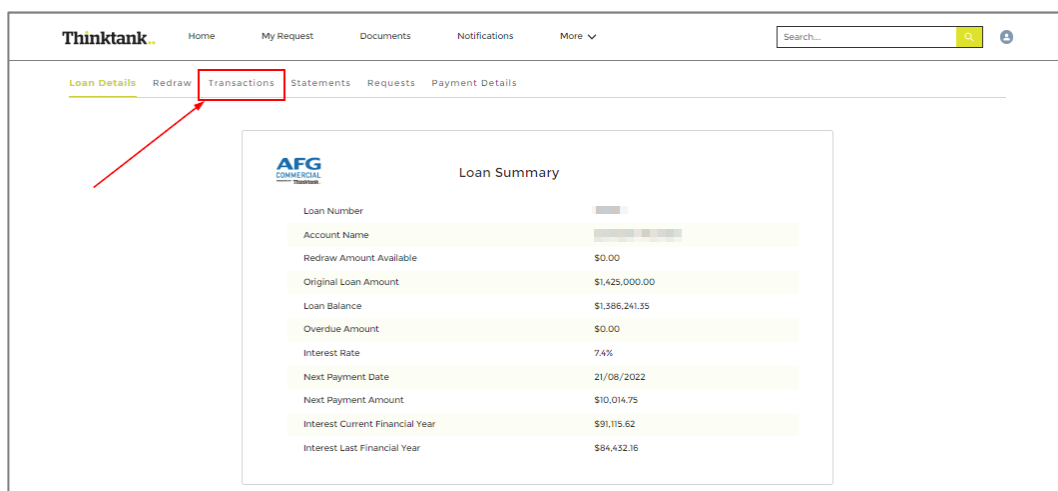
Transactions can be viewed and exported to several formats that you can review or upload to your accounting software, including: CSV, Word, Excel, XML and QIF

**IMPORTANT:** If you require a Statement on letterhead, go to the Statements tab to view and download published statements. For an out-of-cycle statement (for a select period or the most recent transactions since the last statement), you will need to contact the Loan Support Team to request an Out-of-Cycle statement (fees apply).

1. After login, each of the loans currently linked to the Borrower should appear on a screen page with summaries of each of the loan(s). Click **Select** on the loan you wish to view the transaction history.

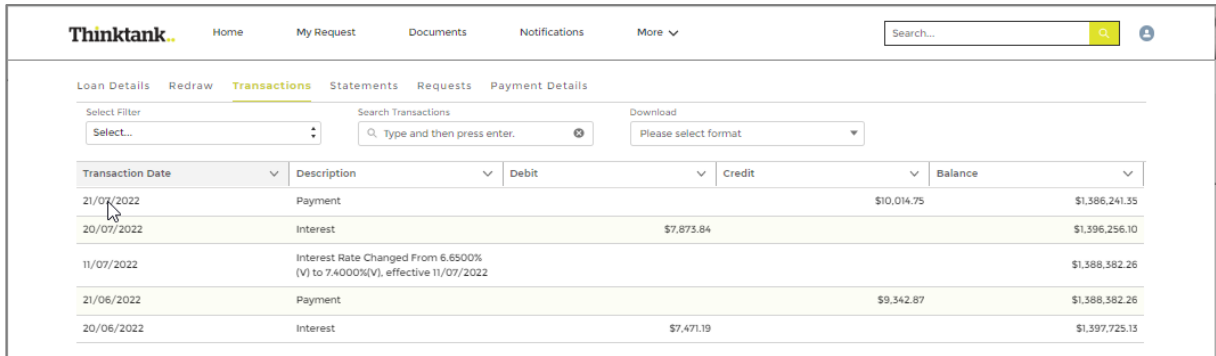


2. Once you have selected the loan you wish to view, the next screen will display the "Loan Details" tab. Click on the **Transactions** tab.

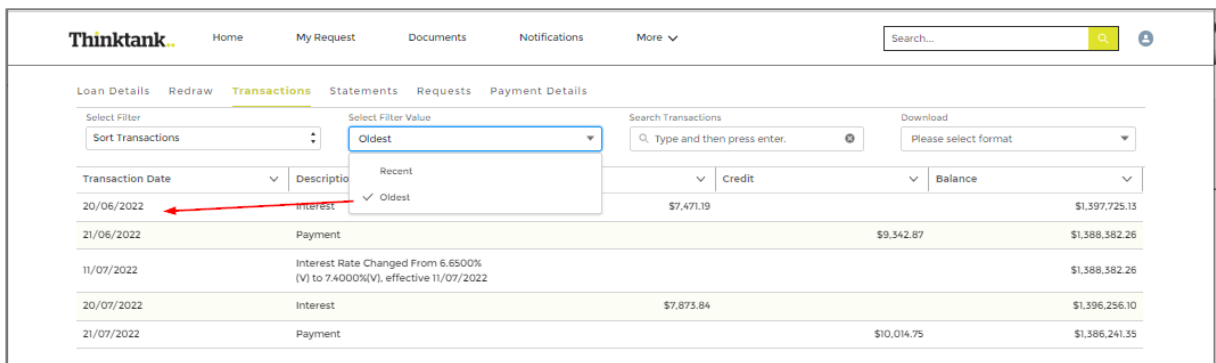


3. On the Transactions tab, you can select from several views:

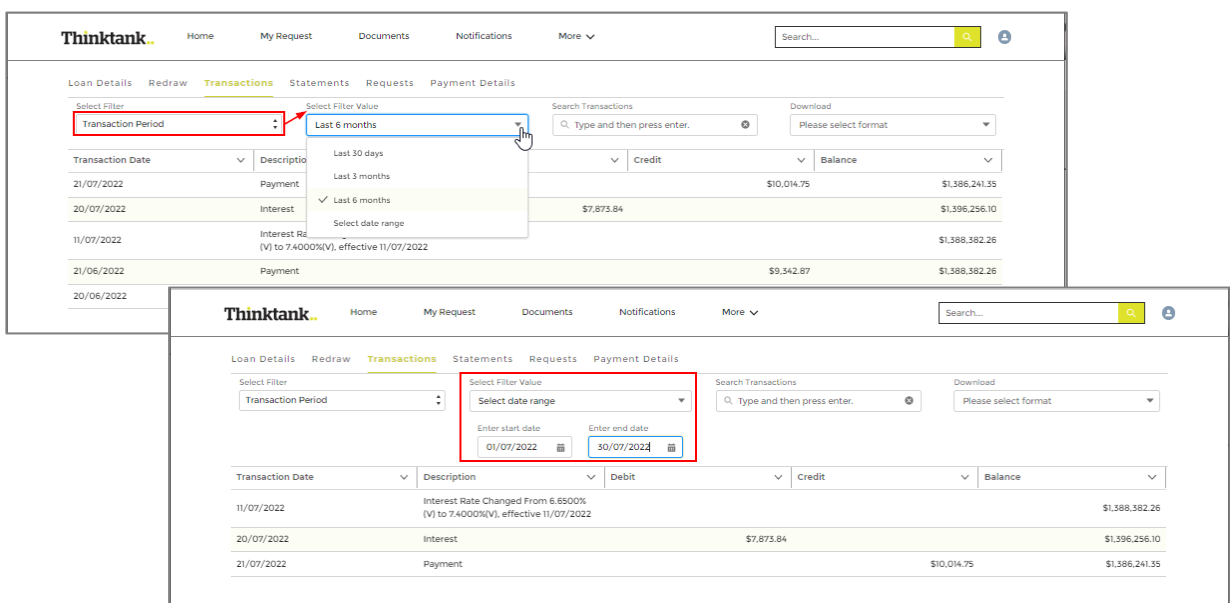
By default, the display will show the most recent Transactions first. You can choose from various options:



4. You can **Sort** according to either most Recent first or Oldest first. This will continue to apply if a date range is now chosen.



5. When you filter by Transaction Period you can select the options of 30 days, 3 months, 6 months, or Date Range)



- Once you have created your preferred selection, you can the download to a file to review or upload.

The screenshot shows the Thinktank Customer Portal interface. At the top, there are navigation tabs: Home, My Request, Documents, Notifications, and More. A search bar is located on the right. Below the navigation, there are tabs for Loan Details, Redraw, Transactions (highlighted), Statements, Requests, and Payment Details. The Transactions tab is active, showing a table of transactions with columns for Transaction Date, Description, Debit, and Credit. A 'Download' button is visible, and a dropdown menu is open, showing options for file formats: CSV - Comma-separated values, DOC - MS Word Document, XLSX - MS Excel Spreadsheet, XML - Extensible Markup Language, and QIF - Quicken Interchange Format. The table contains 14 rows of transaction data.

Transaction Date	Description	Debit	Credit
20/07/2021	Interest	\$6,838.95	
21/07/2021	Repayment		\$8,690.14
20/08/2021	Interest	\$7,057.63	
21/08/2021	Repayment		\$8,690.14
20/09/2021	Interest	\$7,049.45	
21/09/2021	Repayment		\$8,690.14
20/10/2021	Interest	\$6,814.10	
21/10/2021	Repayment		\$8,690.14
20/11/2021	Interest	\$7,031.85	
21/11/2021	Payment		\$8,690.14
17/12/2021	Charges -	\$22.00	
20/12/2021	Interest	\$6,796.96	