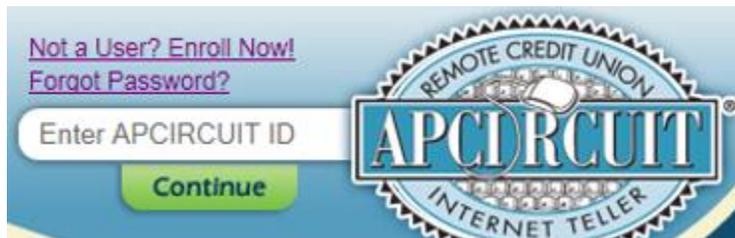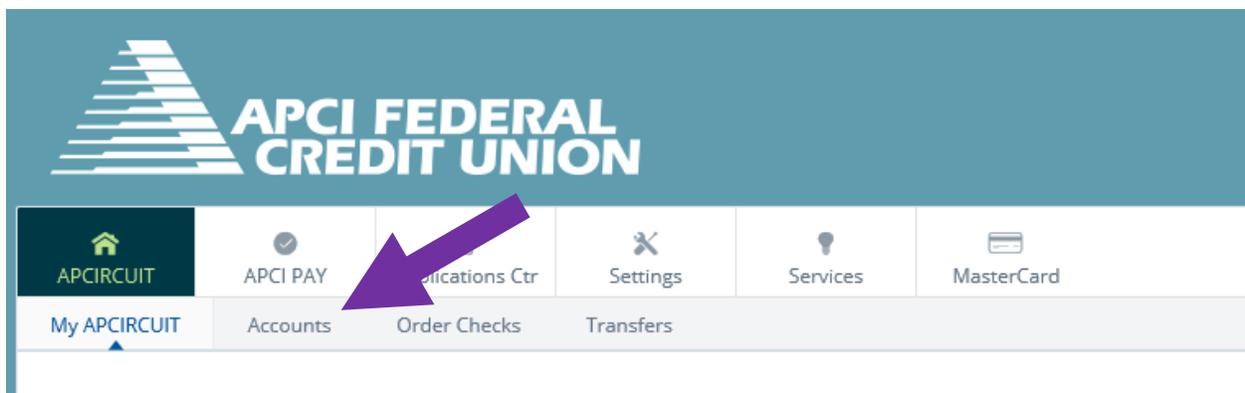# HOW TO – Download your account activity from within APCIRCUIT®

APCIRCUIT® PC Home Banking Service is the main system of our APCI eCU suite of electronic banking services.

1. **Visit apcifcu.org and enter your APCIRCUIT ID and click "Continue." Follow the prompts to complete the login process.**

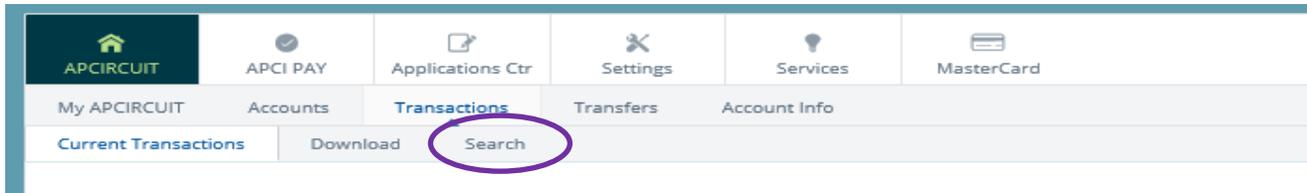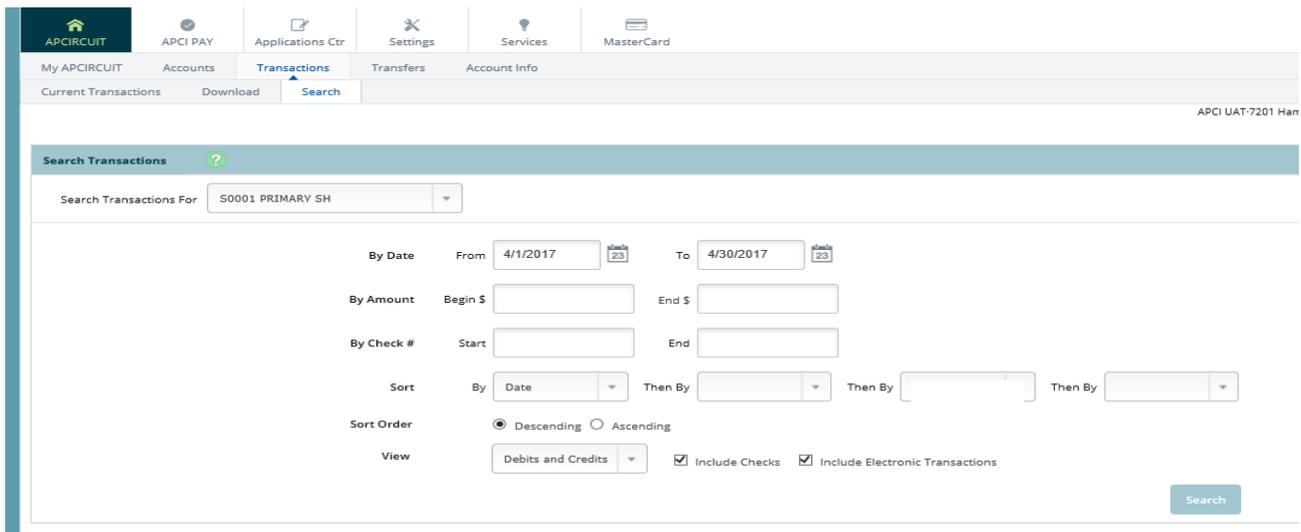2. **Click the "Accounts" tab to view available accounts.**

3. **Select the account that you would like to view the transaction history.**

4. **To change your transaction activity view, select the View Range option of your choice which includes:**
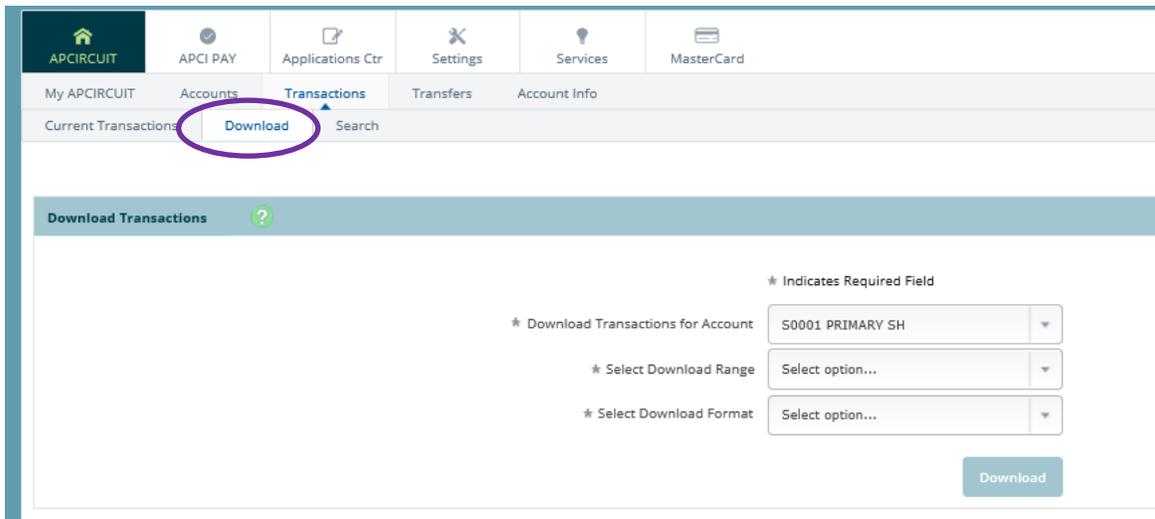   a. Since last statement, 7 days, 15 days, 30 days or All.

5. **To search for a specific account transaction within your account activity:**
   a. Select the "Search" tab & enter your Search details.

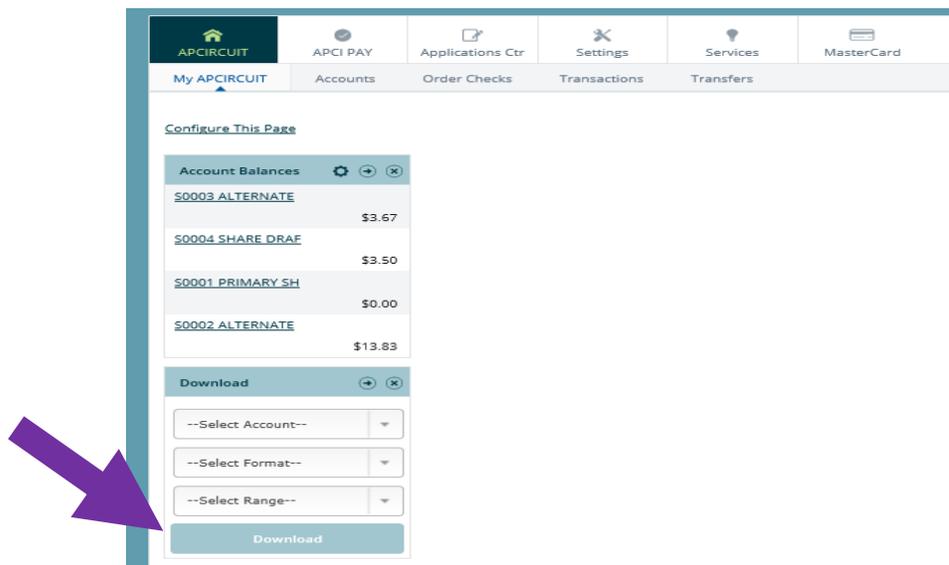6. **To download your Account Information:**
   a. Click the "Download" tab & select from one of the following download format options
      i. Open Financial Exchange (OFX), Quicken (QFX), Personal Finance (QIF), Spreadsheet (CSV) or Word Processing (TXT).
         1. Please note, APCI FCU will only support the Quicken option.

7. **You can also download your account activity using the Download widget box on the APCIRCUIT main page.**

   a. Select the account, download format and account activity range and click "Download" to proceed.