



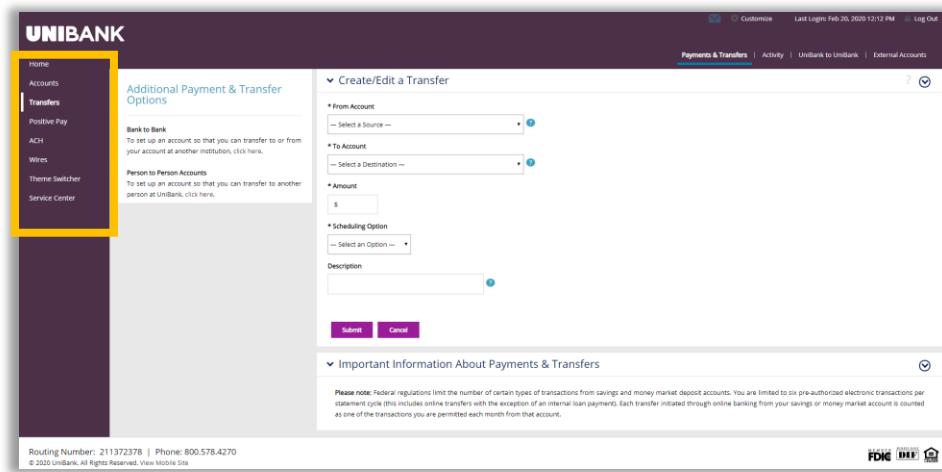








d. The Menu will now display on the left side of your screen:

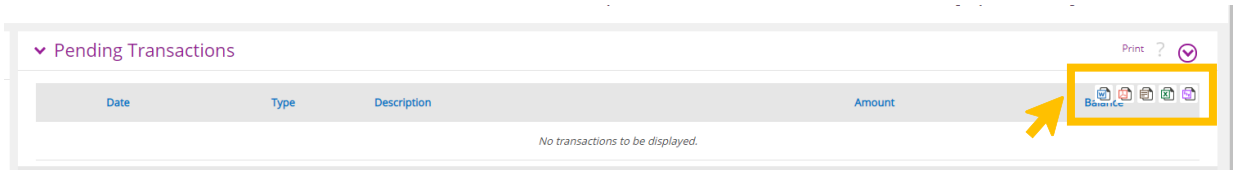


## Exporting Data

Data from some lists in Online Banking can be exported.

To export data:

1. Hover your cursor over the grey header located at the top of the menu.
2. Select the format you would like. Options include Word, PDF, Text, Excel, or CSV.
3. The Export file will be downloaded upon selection of file type.



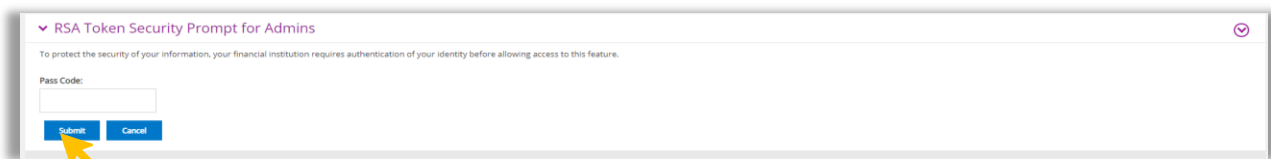
\*Quicken/QuickBooks can be accessed in the Service Center.

## RSA Tokens

An RSA token is required to enable the user to access the Wires and ACH menus of UniBank's Online Banking system. Your token, together with a PIN, will allow you to securely access both the ACH and Wire functions of our Online Banking system.

If your organization has multiple users, each user should have a unique token.

When ACH or Wire tab is selected, you will need to enter your 4-digit PIN followed by the 6-digit token value that is being displayed on your token at that time. (NOTE: the token value will change every minute. There is a time countdown indicator on the left-hand side of the display.)



## Contact

For assistance, please contact your Relationship Manager or UniBank at 800.578.4270.