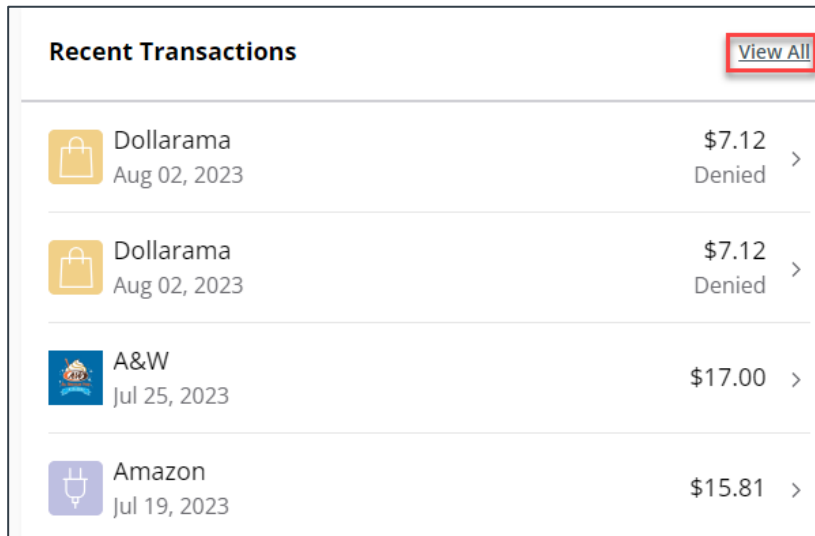


Downloading Transactions

Cardholders will be able to download transactions directly from CardWise Online.

How to Download Transactions

1. Once logged into CardWise Online, select **View All** beside **Recent Transactions**.



The screenshot shows a 'Recent Transactions' list with a 'View All' button highlighted in a red box. The list contains four transactions:

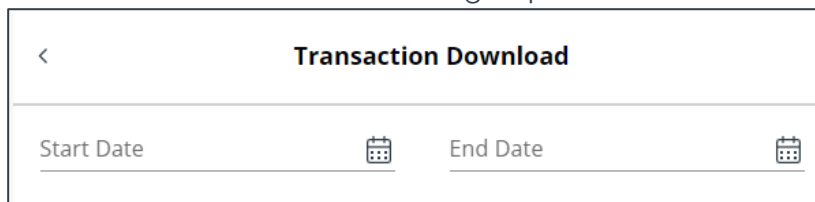
Merchant	Date	Amount	Status
Dollarama	Aug 02, 2023	\$7.12	Denied
Dollarama	Aug 02, 2023	\$7.12	Denied
A&W	Jul 25, 2023	\$17.00	
Amazon	Jul 19, 2023	\$15.81	

2. Click **Download** from the top of the screen.



The screenshot shows the 'Transactions' screen with a search bar, a 'Filter' button, and a 'Download' button highlighted in a red box.

3. Enter a Start and End date for the group of transactions to download.



The screenshot shows the 'Transaction Download' screen with 'Start Date' and 'End Date' fields, each with a calendar icon.

4. Choose the file type that is preferred and click **Download**.

Note: Each accounting software may require different file types. Check your software to ensure you are downloading the correct one.

The screenshot shows a mobile application interface titled "Transaction Download". At the top left is a back arrow icon. Below the title, there are two date selection fields: "Start Date" and "End Date", each with a calendar icon. Below these fields is a "File Type" dropdown menu. The dropdown menu is open, showing four options: "CSV (Comma Separated Values)", "QFX (Quicken OFX Import File)", "QBO (QuickBooks OFX Import File)", and "QIF (Quicken Interchange Format)".

5. Transactions will download in the format selected and will be available in the Downloads Folder of your computer.

Note: If you are having issues importing the file into your accounting software, please call the software provider for support.

The CardWise platform supports both Mastercard® and Visa credit cards issued by Collabria Financial Services. The above instructions apply to both networks.

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