Utilities and Reports

View Your Transaction Log

Step	Action
1	Click on the **Utilities** hyperlink at the top of the screen.
2	Select **View your Transaction Log**. A date range screen will display.
3	Enter the **Date Selection Criteria** (start date and end date) for the Transaction Log Report and click **Submit**.
4	The report will generate and display any transactions performed under your login and password for the date range selected.
5	Review the log.