

Account Categories and History

All Credit/Debit History for West Union Bank accounts will appear on the new internet banking. However, if you created your own special categories & names, these categories/names will not transfer over. If you want to keep this information for your records, you must download the history before May 11, 2020.

HOW TO ACCESS ACCOUNT HISTORY:

1. Access internet banking from www.westunionbank.com. (You cannot use the Mobile App to download your history).
2. Click on the account from which you would like to download your history, either by using the “Accounts” drop down menu, or by selecting the account shown on the “Home” screen:

West Union Bank
P.O. Box 102
West Union, WV 26088
1-800-861-2861

Welcome WUB Customer Log Out Contact Us 2 Messages 1 Alerts

Home Accounts Bills & Payments Transfers

Spendable Balance \$341 Main Checking

What's my Spendable Balance?

2 Unread Messages

Mar 6 Passcode Changed!

Nov 1 Vacation Time

Home

Last Login: 10/05/19 at 07:53 AM ET Print Help

Transfer

ALL ACCOUNTS FAVORITES

Money I Can Spend

	Available	Previous Day
Main Checking	\$341.08	\$341.08

3. Under the “Activity” section, click “Download File” to download your history.

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Welcome WUB Customer Log Out Contact Us 2 Messages 1 Alerts

Home Accounts Bills & Payments Transfers

Spendable Balance \$341 Main Checking

What's my Spendable Balance?

Main Checking \$341.08

Transfers

Main Checking

\$341.08 Available Balance as of 3/06/2020 1:11 PM

Balance Adjustment \$0.00

\$341.08 Previous Day Balance

Overdraft Limit \$750.00

Transfer In Transfer Out

More Details & Routing Numbers

Statements

Stop Check Payment

Future View

Update Balance

ACTIVITY no recent

ALERTS Manage Alerts

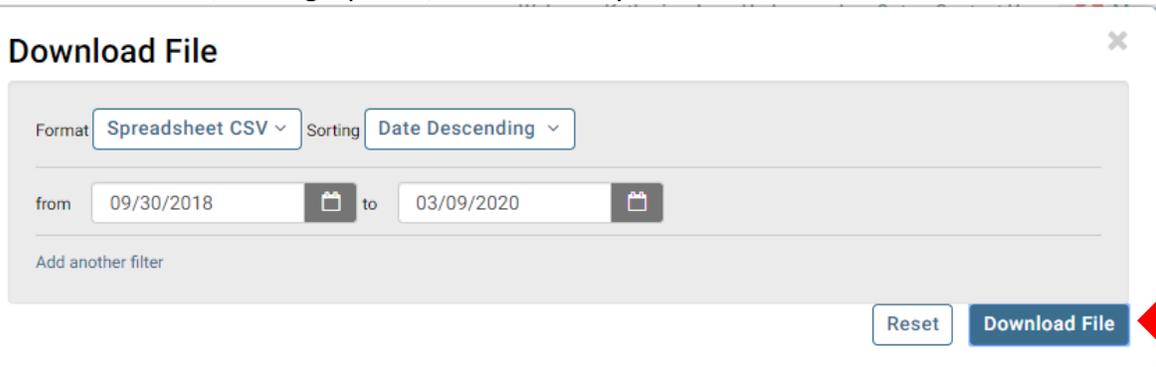
View All

Find transaction 02/05/2020 - 03/09/2020

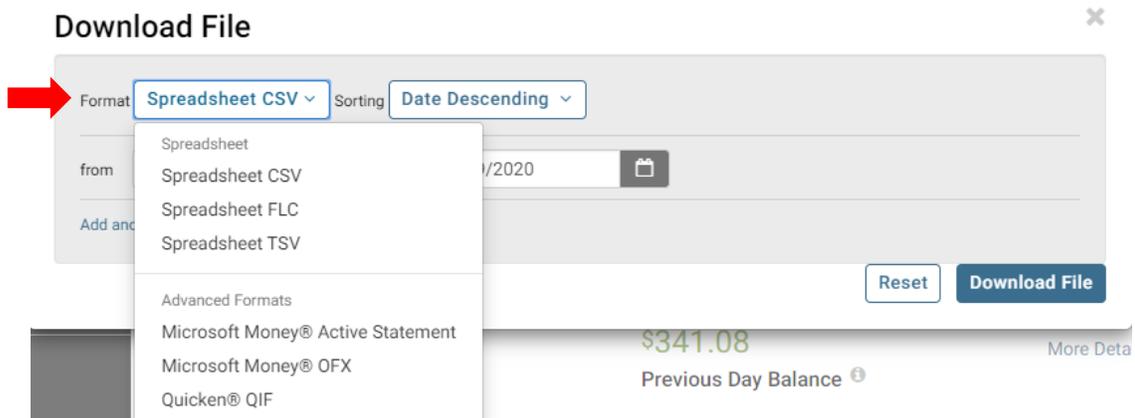
Download File View Report

More options

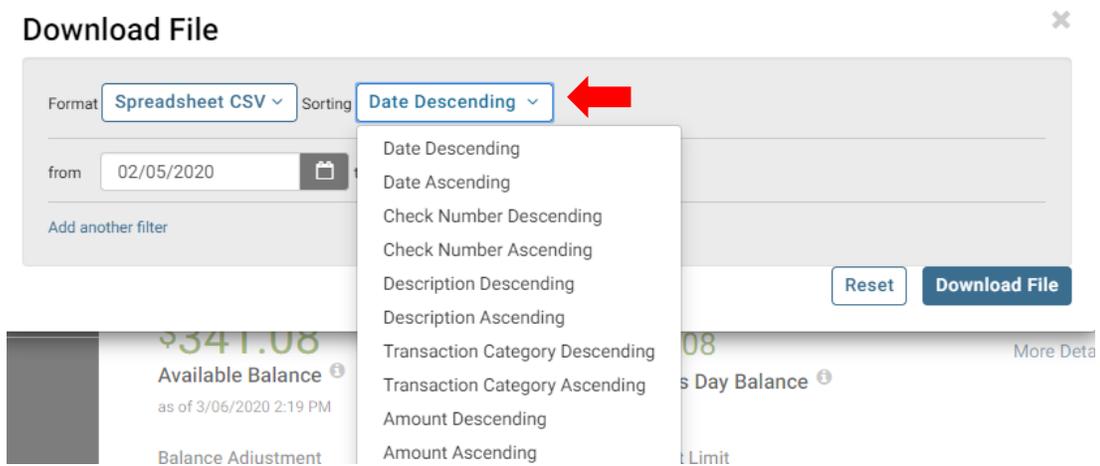
4. Select the Format, Sorting Options, & Dates that you desire and then click “Download File.”



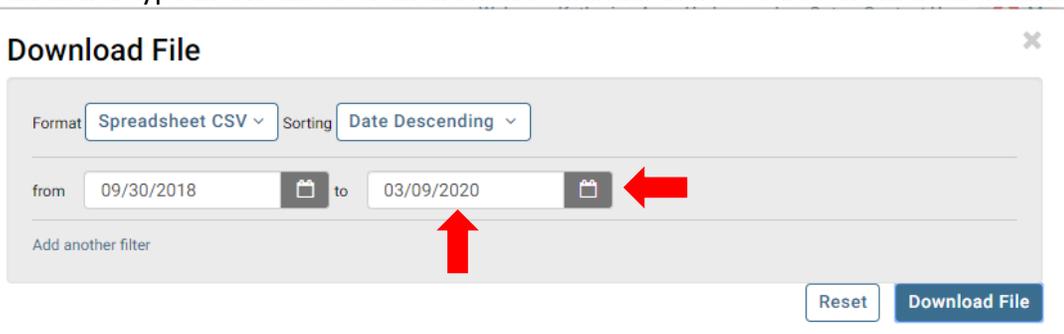
Options when you click on the “Format” menu: (Select CSV for an Excel workbook file)



Options when you click on the “Sorting” menu:

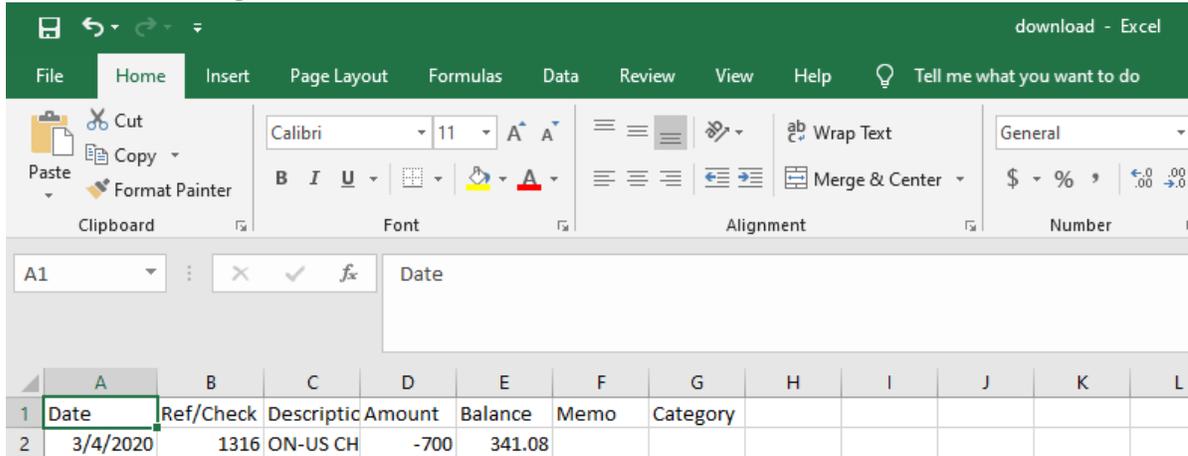


You can either type in the dates or click on the calendar icon to select from a calendar:



- Once you have clicked "Download File" & have opened the file by following your computer's prompts, you'll have a record that you can print, or save to your device.

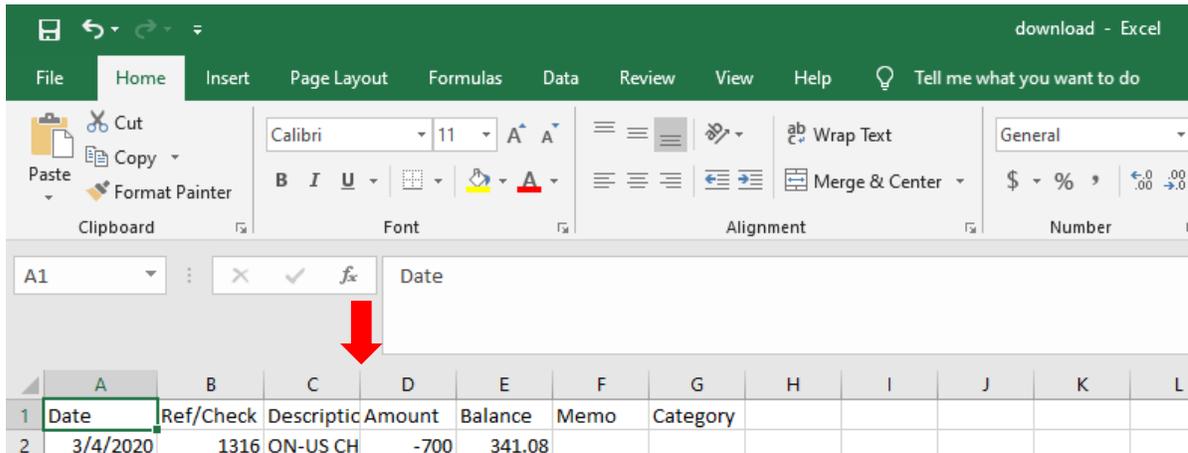
If you chose a "Spreadsheet CSV," your account history will open in an Excel workbook as shown in this image.



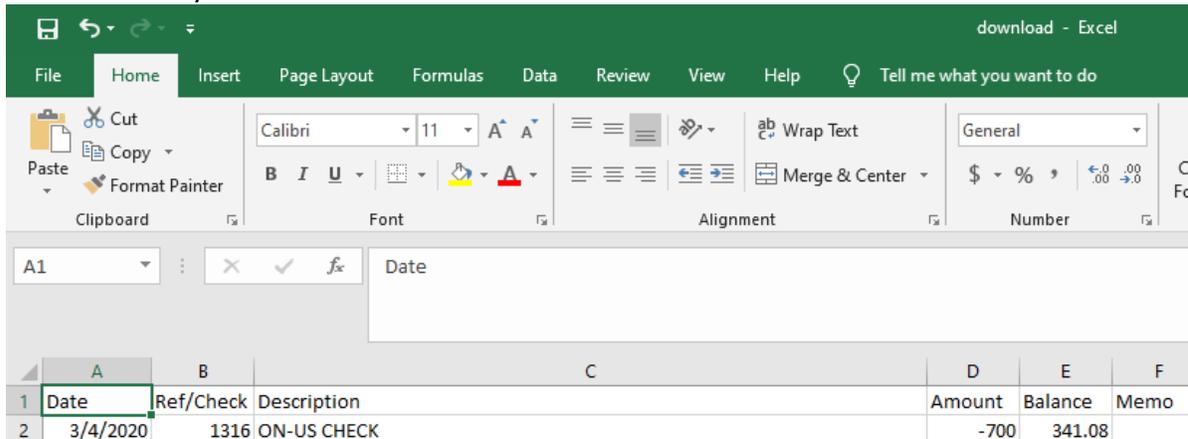
- Quick Tip: Place your cursor on the line between the letter labels for any columns & double click. It will make that column as wide as your widest description, etc. in that column.

Here the cursor was double clicked on the gray line between columns "C" and "D."

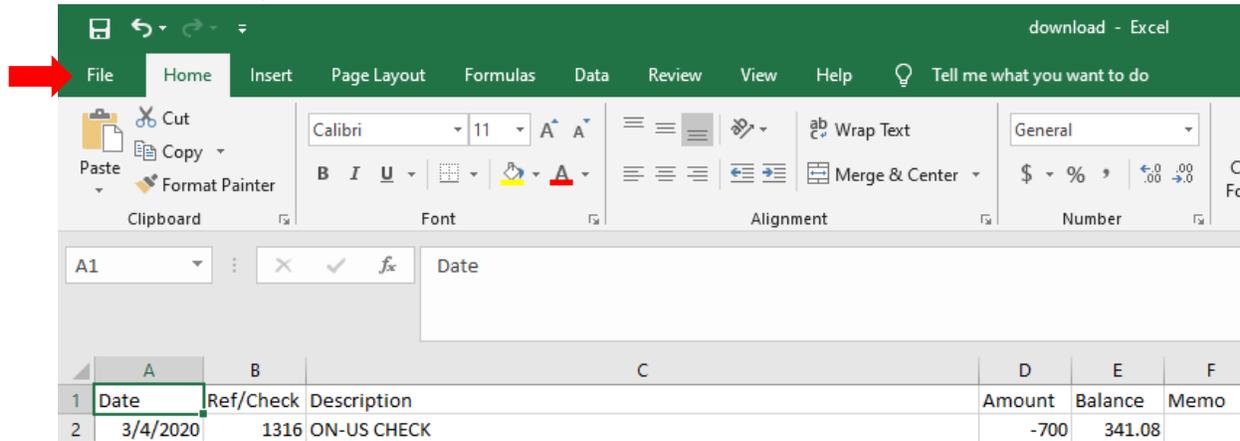
Before:



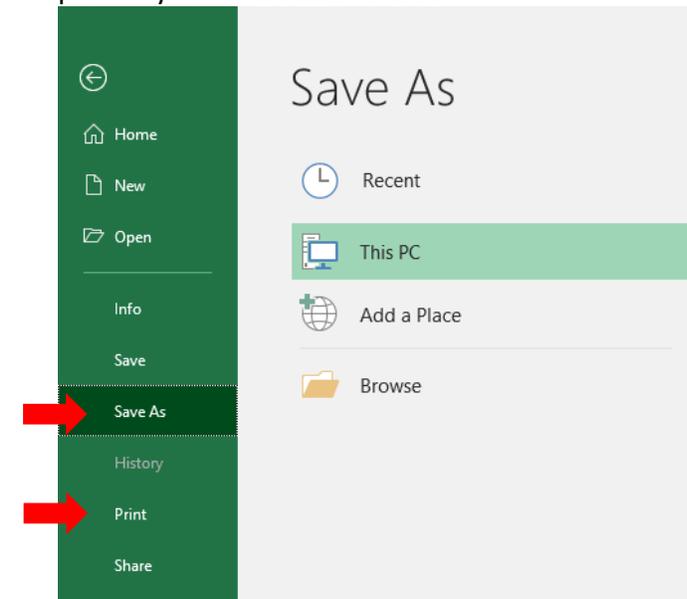
After: Note, the column width of column C is larger due to items further down in the account history.



7. To Save or Print, click "File."



8. Select "Save As" and select your location to save the file, or select "Print" and select the printer you would like to use.



West Union Bank thanks you for your understanding during this conversion process. Please call us with any questions you have concerning this change over at 1-304-873-2361.