

My Resolution Life **How to Guide** **View Transaction** **History**

*A step by step guide to view
transaction history*

Resolution Life

View Transaction History

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Log in and [access Customer view](#). From cascading tabs in the middle of the screen:

Step 1

- Select drop down icon on [Transaction Details]

Step 2

- Use radio buttons to filter by **Date Range**, **Financial Year**, or the last 30,60 or 90 days. If filtering by date range, insert the **From** and **To** dates. You can access 24 months of transactions.
- Select [Apply]
- Results will display.

The screenshot shows the Resolution Life customer portal interface. At the top, there is a navigation bar with the Resolution Life logo, a welcome message for 'Ervin', and a 'My Alerts' section showing 0 alerts. Below this is a 'I want to:' section with a cascading menu. The 'Transaction Details' option is selected and highlighted with a red box and a yellow circle with the number 1. Below the cascading menu, there is a 'Filter by date' section with three radio buttons: 'Select Date Range' (selected), 'Select Financial Year', and 'Select last 30, 60 or 90 days'. This section is also highlighted with a red box and a yellow circle with the number 2. To the right of the radio buttons are 'From' and 'To' date selection fields, both currently set to 'Select'. Below these fields are buttons for 'Clear filters', 'Export', and 'Apply'. The main content area displays a table of transactions with columns for Date, Transaction, Details, and Amount.

Date	Transaction	Details	Amount
19 Nov 2021	Insurance fee	Life Insurance Plan	\$-20.55
19 Nov 2021	Insurance fee	Life Insurance Plan	\$-10.38
19 Nov 2021	Insurance fee	Life Insurance Plan	\$-109.13
15 Nov 2021	Regular employer contribution	AMP Insurance	\$140.06
19 Oct 2021	insurance fee	Life Insurance Plan	\$-20.55
19 Oct 2021	Insurance fee	Life Insurance Plan	\$-10.38

Thank you

What you need to know

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