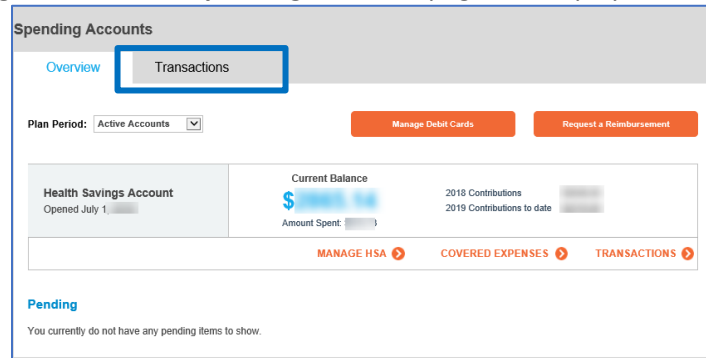


Get the most from your PNC Health Savings Account: Quick Guide

Export Transactions to Excel

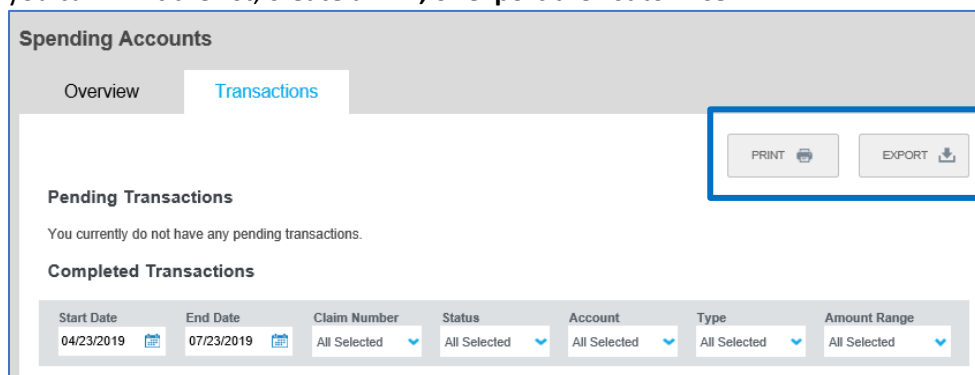
Log into your account on ibxpress.com

- Click the **Claims & Spending** tab; a pop-up will display.
- Click **Spending Accounts**; the **Spending Accounts** page will display.



- Click the **Transaction tab**; your Transactions will display.

From here you can **Print** the list, **create a PDF**, or **export** the list to **Excel**.



To export the list to Excel:

- Click Excel from the drop-down; an Excel worksheet will display in a new window.



Once displayed, you can print the report or save it to a desired location.