

To access and download historical information, log in to InfoExpress at login.alerus.com and click on the relevant account under the "Select Plan" menu.

There are three types of historical information:

- Quarterly account statements
- Activity history
- Contributions and transactions

## **Download Quarterly Statements**

To download your quarterly account statements, click on the folder icon at the top right of the screen (near the "Sign Out" link).

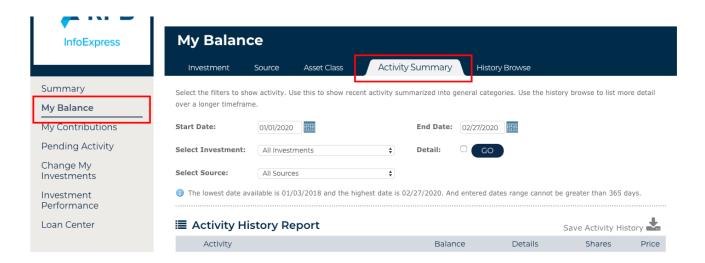


- Select "statements" from the dropdown menu.
- Select the relevant date range.
- Click "Go."

You can then download those statements going back multiple years.

## **Download Activity History**

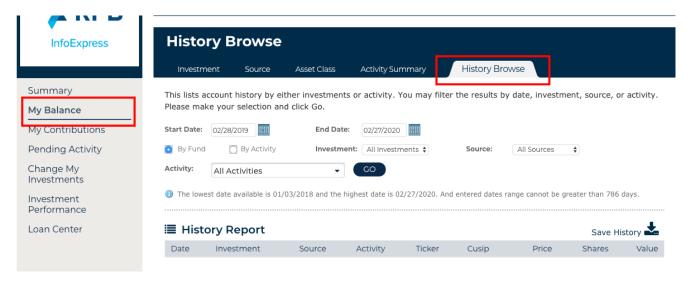
To download a history of the holdings and balance of your account, click on the "My Balance" link on the sidebar, then select the "Activity Summary" tab.



- Enter the date range and select "Investment" or "Source" from the drop-down menus. Check the "Detail" box to also see account history by fund.
- Click "Go" to display your Activity History Report.
- Click on the "+" to view more transaction details, including contribution information.
- Click on "Save Activity History" to download the history report to a CSV file in Excel. You can also click on the Quicken Download icon on the left side of the screen to import your activity to Quicken.

## **Download Contribution and Trades**

Click on the "My Balance" link on the sidebar, then select the "History Browse" tab.



This page lists all activity from January 1, 2016 onward.

- Select the relevant dates.
- Click "Go" to see every contribution, earning, fee, transfer, and any other transaction within the selected dates.
- Click "Save History" to download a CSV file of all of your data.