

How to Download your Payment History

1 Login to your account at paytrust.silverbills.com

2 In your account, make sure you are on the bills tab, and click "history".

The screenshot shows the PayTrust user interface. The top navigation bar includes the PayTrust logo, the user name 'sazcob abrefgob', and a 'New Payment' button. Below this is a search bar and a navigation menu with 'Bills', 'PAY', 'SCHEDULED', and 'HISTORY' (highlighted with an orange circle). The main content area displays a list of bills under the 'Overdue' status. Each bill entry includes the creditor name, amount, due date, and a 'Pay' button. The bills listed are:

- chanhassen veterinary clinic: \$100.00, Overdue December 20, 2023
- BlueCross BlueShield of Mn: \$283.89, Min Due: \$23.00, Overdue December 21, 2023
- best buy: \$153.00, Overdue December 28, 2023
- AT&T WIRELESS: \$153.90, Overdue December 29, 2023
- Scuba Shack: \$153.90, Overdue January 05, 2024

At the bottom of the list is a 'LOAD MORE' button.

3

At the top of your History page, please click the download icon next to "export history".

AYTRUST

sazcob abrefgob

New Payment

Search

Bills

PAY

Payees

Export History

Documents

Messages

Scuba Shack

test ...1183

Canceled

Details

Help

Settings

Scuba Shack

test ...1183

Canceled

Details

Roster

Scuba Shack

4

Select which year you would like to download the report for.

job

Select year

2021

2022

2023

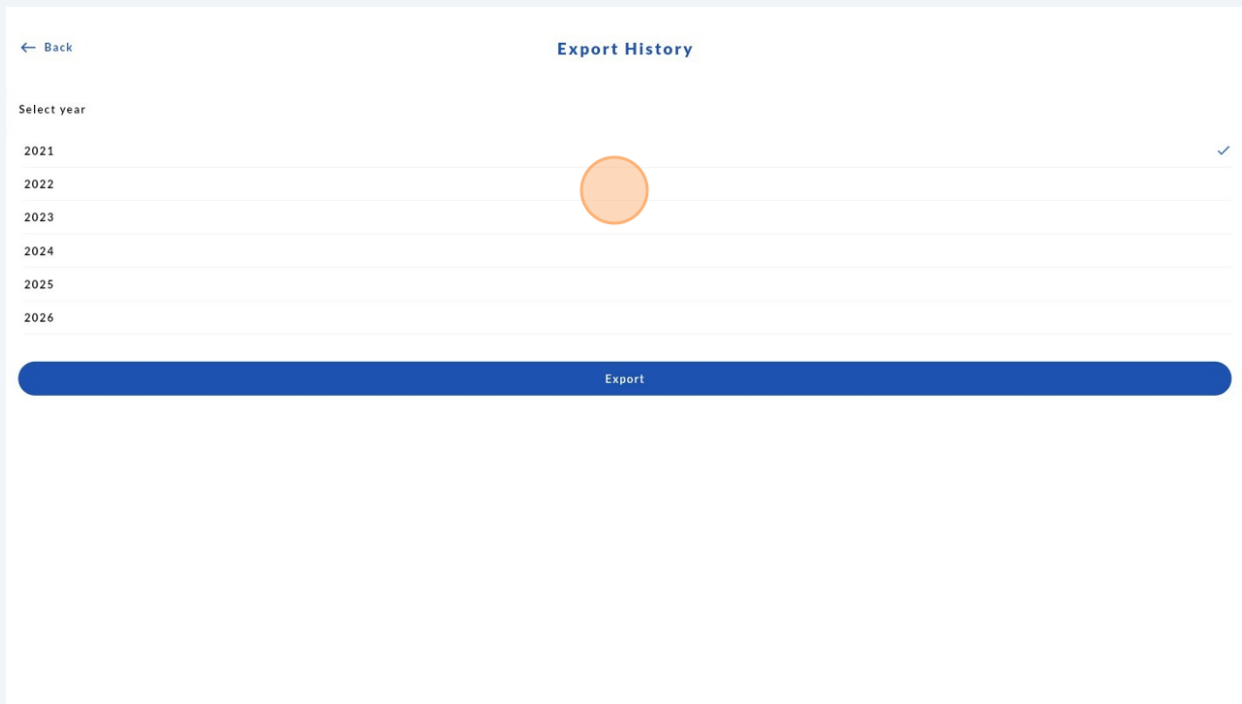
2024

2025

2026

5

You should see a check mark next to the year you've selected.



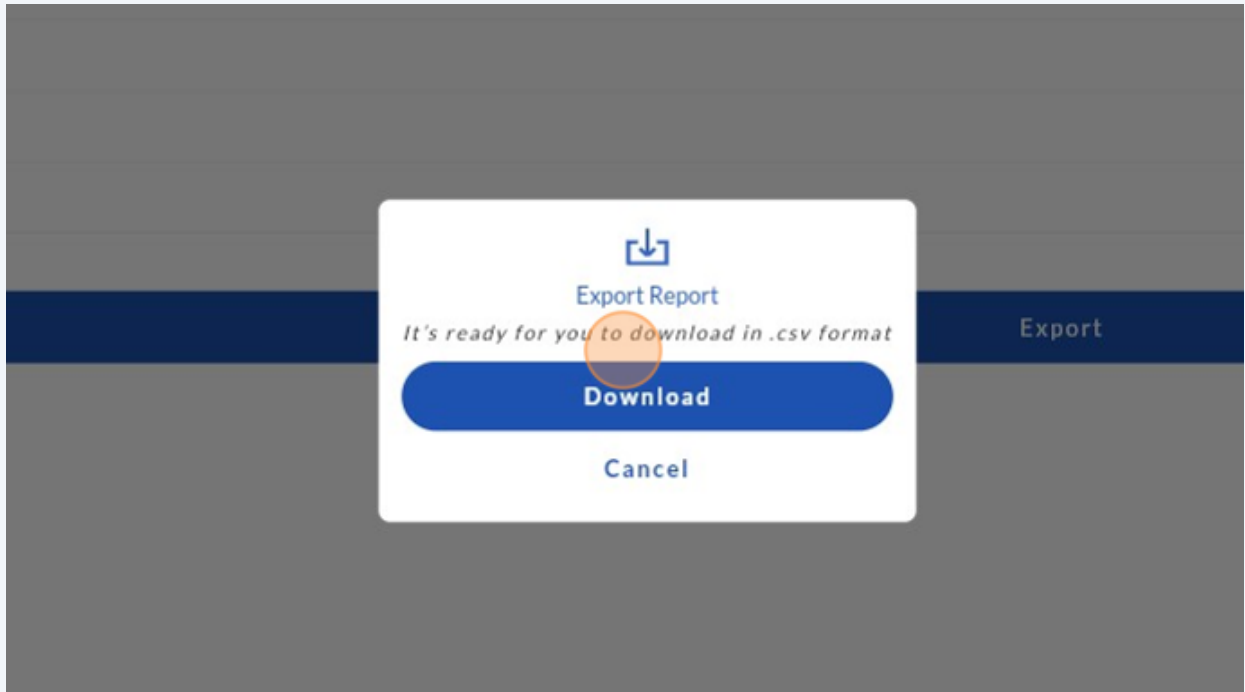
6

Click Export.



7

Your file will load and then you can click "Download" to save your CSV report to your computer.



8

A CSV (excel) document will be downloaded to your device for you to open from your downloads folder on your device.