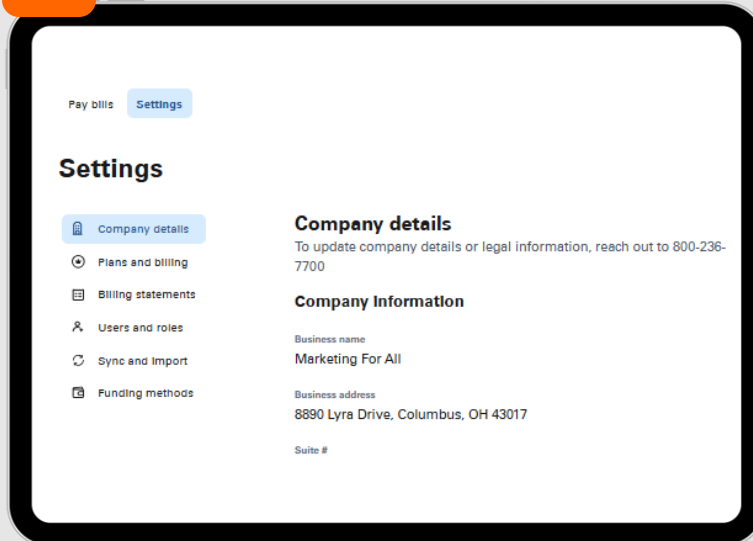


# Download CSV Payment Reports

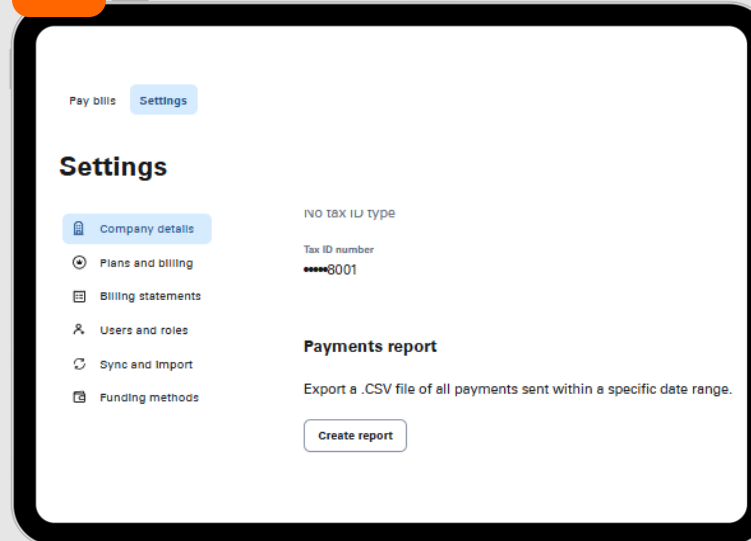
1



The screenshot shows the 'Settings' page with a sidebar menu on the left containing 'Company details', 'Plans and billing', 'Billing statements', 'Users and roles', 'Sync and Import', and 'Funding methods'. The 'Company details' tab is selected. The main content area is titled 'Company details' and includes a note about updating company details. Below this is the 'Company Information' section with fields for 'Business name' (Marketing For All), 'Business address' (8890 Lyra Drive, Columbus, OH 43017), and 'Suite #'.

From "Settings," navigate to "Company details."

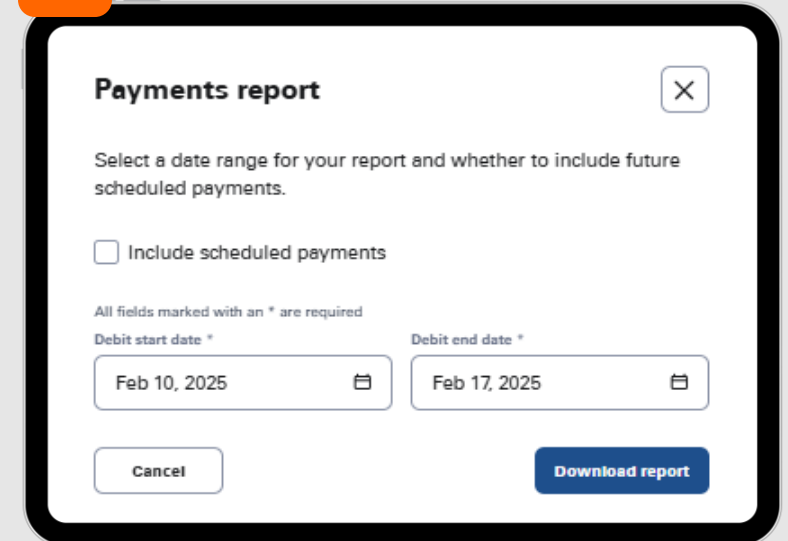
2



The screenshot shows the 'Settings' page with the 'Payments report' section visible. It includes a 'Create report' button. Above this section, the 'Company details' tab is still selected, and the 'Tax ID number' field is visible with the value '\*\*\*\*\*8001'.

Scroll down to the "Payments report" section.  
Click the "Create report" button.

3



The screenshot shows the 'Payments report' dialog box. It prompts the user to 'Select a date range for your report and whether to include future scheduled payments.' There is a checkbox for 'Include scheduled payments'. Below this, it states 'All fields marked with an \* are required'. There are two date input fields: 'Debit start date \*' with the value 'Feb 10, 2025' and 'Debit end date \*' with the value 'Feb 17, 2025'. At the bottom, there are 'Cancel' and 'Download report' buttons.

Input the dates of your choosing.  
Click the "Download report" button.  
Report will download to your files.