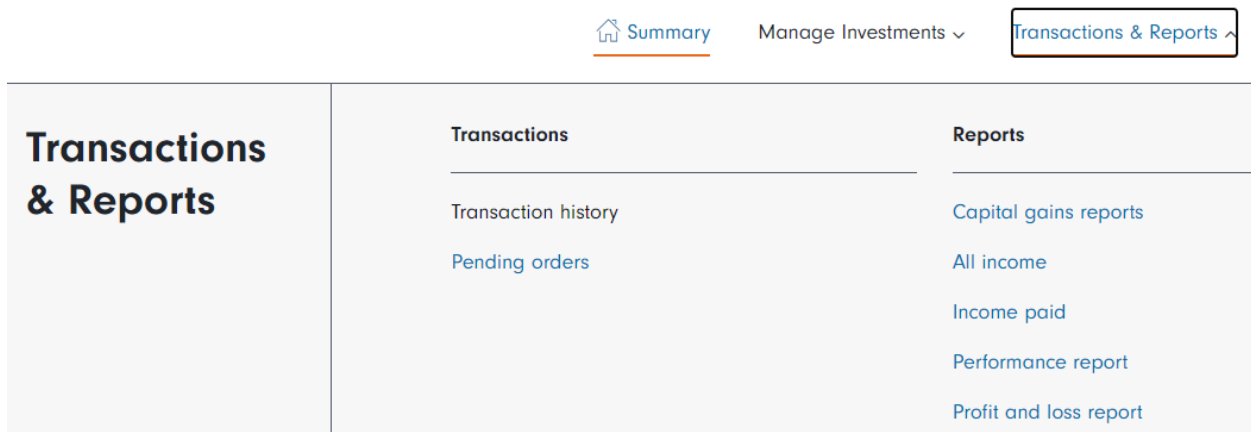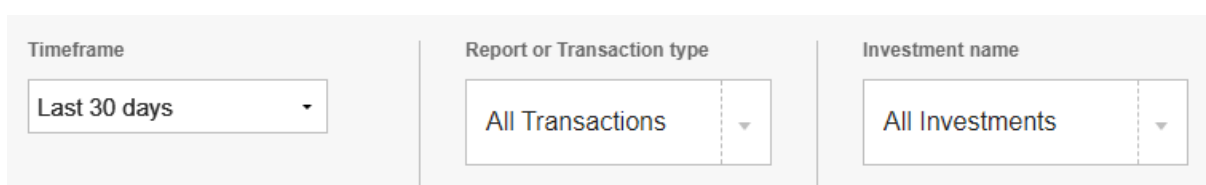# How to view your transactions online

If you want to see any previous or pending transactions within your Fidelity accounts, you can use this guide view your transaction history online.

1. Go to www.fidelity.co.uk

2. Click on 'Log in' at the top right corner of the page before following the log in process. If you require help with the log in process, access our how to log in guide.

3. The first screen you'll see is the Account Summary page. From the top menu of options on Account Summary, click on 'Transactions and Reports'.
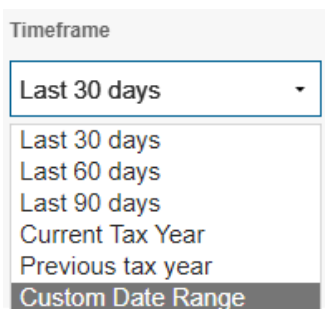

4. Then choose 'Transaction history' under the 'Transactions' heading.

5. This will open the 'Transaction history' panel on your screen. For information on the layout of this panel, click on (i) .

6. The tool will automatically include transactions across all of your Fidelity accounts, however if you would like to view the transactions under a particular account, click on the box under 'Filter by account' and select the relevant option.

7. If you would like to filter your transactions by timeframe, the type of report or transaction, or the name of the investment, click on the filters provided and choose the relevant option.
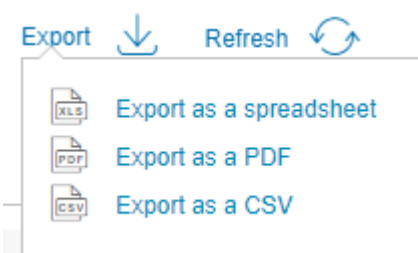

(i) **Please note**, if you are trying to find transactions to include in an income report, or a capital gain report, select the relevant option under 'Report or Transaction type' to either find this information or easily generate a report.

8. If you would like to create a custom timeframe in which to view your transactions, click on the 'Timeframe' filter and select 'Custom Date Range'. You can then enter the start and end dates of your desired timeframe.

Timeframe

Last 30 days	▾
Last 30 days	
Last 60 days	
Last 90 days	
Current Tax Year	
Previous tax year	
Custom Date Range	

9. If you would like to export your transactions to another format, click on 'Export' at the top right corner of the panel, and choose the relevant file type for which you would like to download the information.

Export ↓   Refresh ↻

XLS   Export as a spreadsheet
PDF   Export as a PDF
CSV   Export as a CSV

✓ Having followed this guide, you should now have successfully completed this journey. If you use this guide and still require some additional help, visit our **Help and Support page**.

For more guides like this one, visit our **How-to Guide page** for a full list of out step-by-step walkthroughs.