To download Authorize.net transaction records for a given date range:

1. Log into the Merchant Interface at https://account.authorize.net.
2. Click **Search** from the main toolbar.
3. Choose a date range from the Settlement Date settings.
4. Click **Search**.
5. Click the **Download to File** button on the transaction summary page. A pop-up window appears.
6. Choose this file type option for the download:

   Standard/Tab Delimited — Basic transaction details such as payment method, amount, customer billing and shipping information, Address Verification Status, and transaction response. Each field will be separated by a tab character.

7. Keep **Include Column Headings** checked (we need the column headings in the report).
8. Click **OK.** A pop-up window appears indicating that your request has been received. Leave the pop-up window open until your file is completely downloaded.
9. Select the location where the file should be stored on your computer.
10. Click **OK.** Your file is saved to the location you selected.

All download files are named DownloadYYYYMMDD-HHMMSS.txt. For example, a file that is downloaded on January 5, 2008 at 3:41:30 pm would be named Download20080105-154130.txt.

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