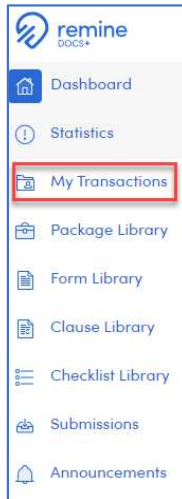# Downloading Transactions from Docs+

Transactions can be easily downloaded from Docs+ so you have the documents and transaction information outside of RCO3 or the Docs+ application.

1. Log into RCO3 and Docs+.
2. Click on My Transactions in the left-side menu.

3. Place a checkmark next to each transaction you want to download.
4. Click the Download button at the top right of the page.
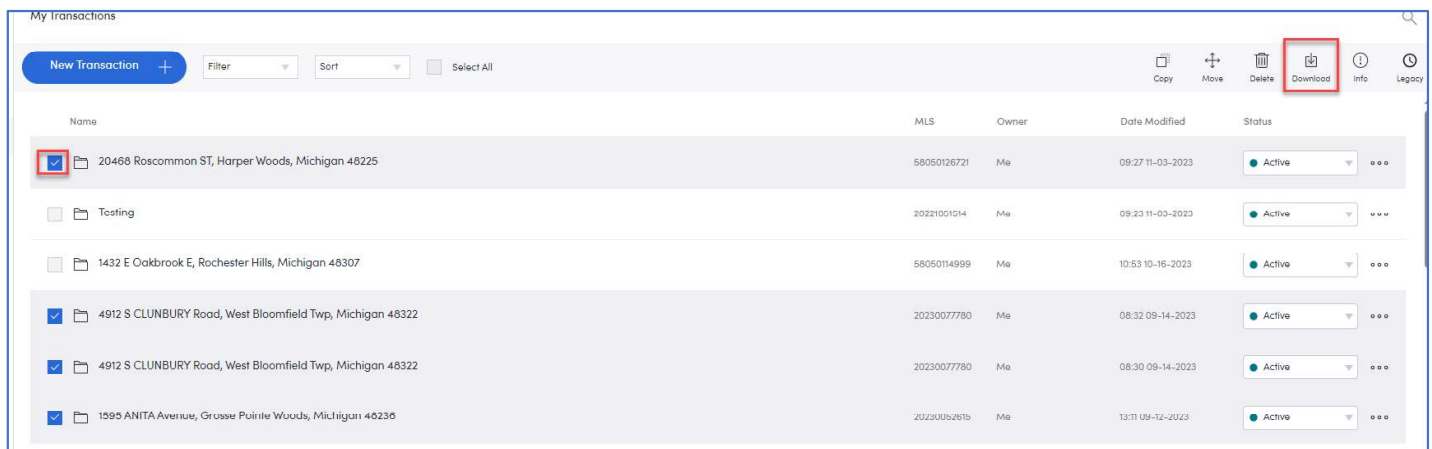
5. Your transactions will be downloaded to a zip file on your computer and can then be moved to a file, emailed, etc. from your Downloads folder.

If you have questions about this process, please contact Customer Care at (248) 553-3430 or at support@realcomp.com.