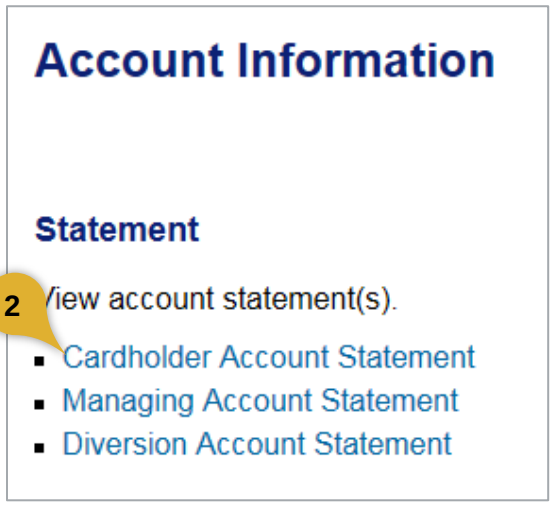
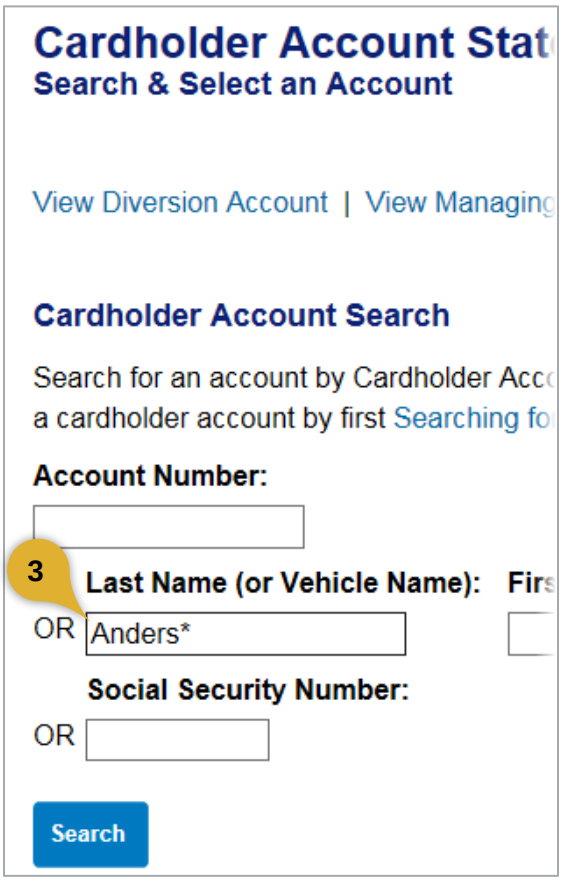
View a Cardholder Statement

You can use this quick reference guide as a fast reminder of the basic steps for viewing a cardholder statement in Access® Online. If you have access to more than one account, you can view the statements for each account you have access to.

1. Select **Account Information**.

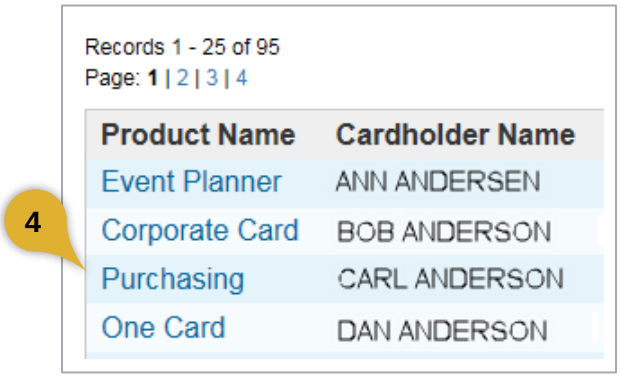


2. Click the **Statement** sub-task or the **Cardholder Account Statement** link.

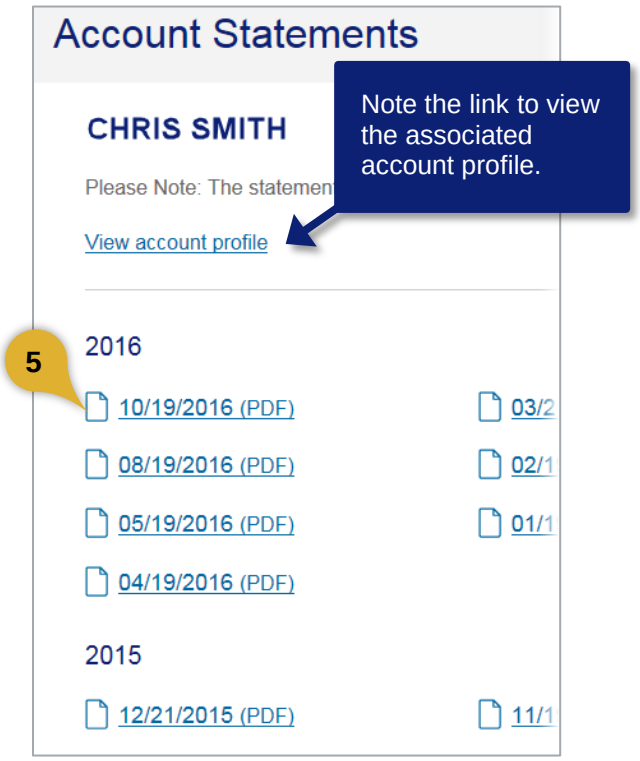


3. If you have access to more than one account, specify search criteria.

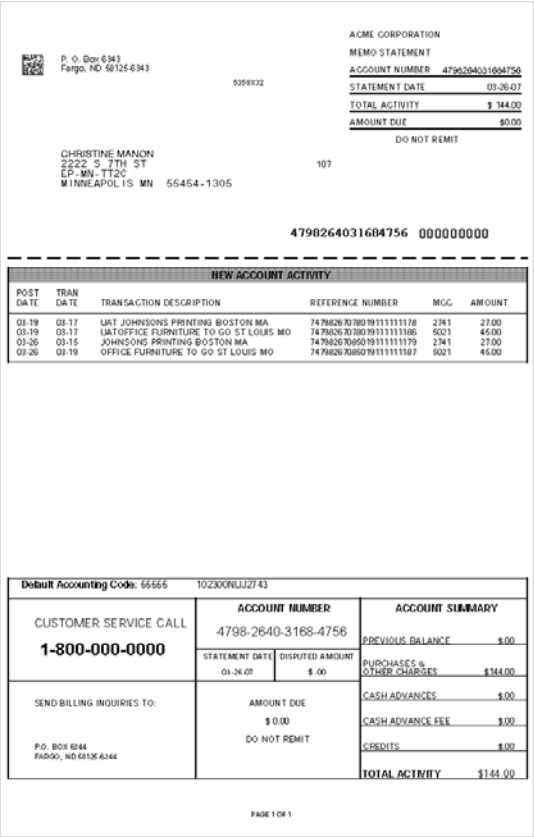
Tip! You can use an asterisk as a wildcard, as shown.



4. Click the product name link for the account you want.



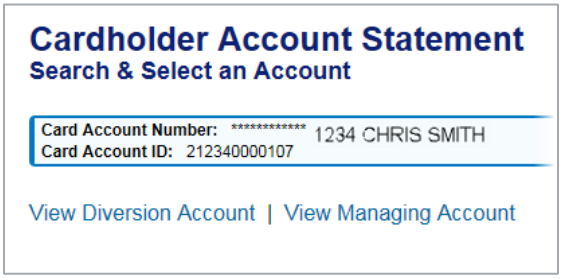
5. Click a cycle link.



The statement displays as a PDF copy of the actual statement for viewing only (not payment). The statement contains:

- Cardholder address
- Cardholder account number
- Amount due
- Account activity, such as posting date, description, transaction reference number, and transaction amount
- Customer service information
- Account balance

Learn More: If you are a Program Administrator, you can also view managing account and diversion account statements.



Survey

Please take a few minutes to respond to a short survey on our training.