USER GUIDE



MYCARD STATEMENT USER GUIDE



Updated 111621

Cardholder Online Access Instructions

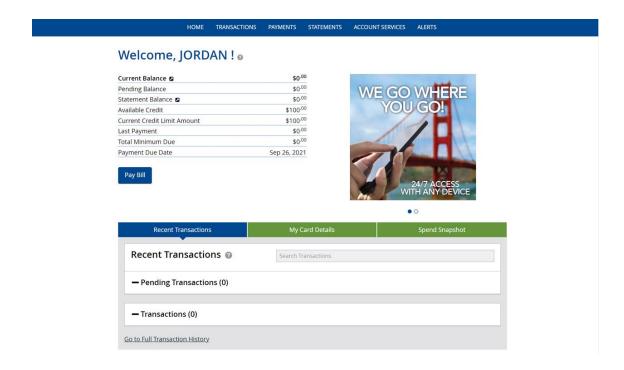
Login / Enrollment Page

Login to your account at <u>mycardstatement.com</u>. If you have not yet established credentials, click on the "Enroll Now" button and follow the prompts.



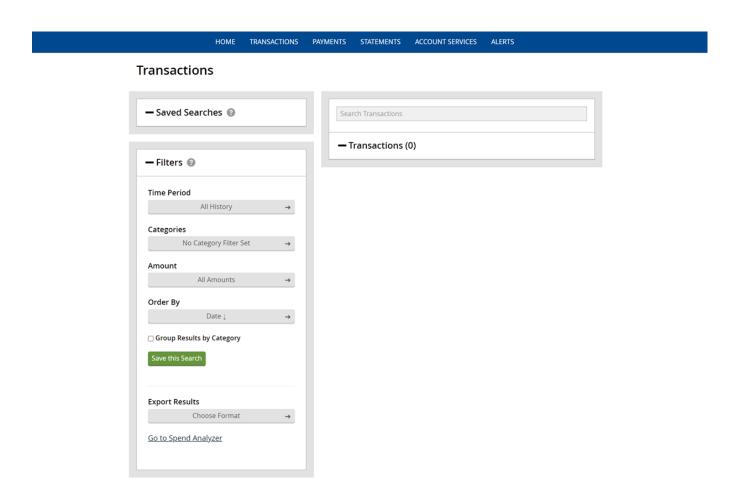
Home / Landing Page

This page provides a high-level view of your account, displaying balance information, available credit, as well as payment information and a brief transaction history.



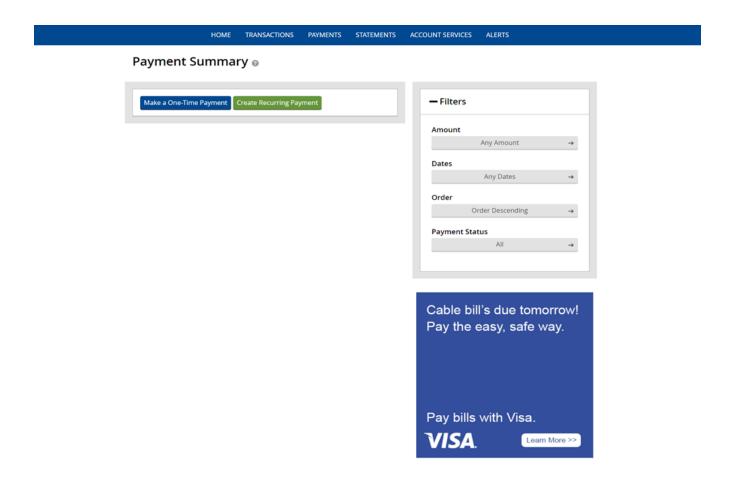
Transactions Page

Searching for a specific transaction? Use the filter function to search by date, merchant category, and/or amount. Save searches for convenient recurring use and export results as needed.



Payments Page

Make a one-time payment, create a recurring payment, or search for previous transactions.



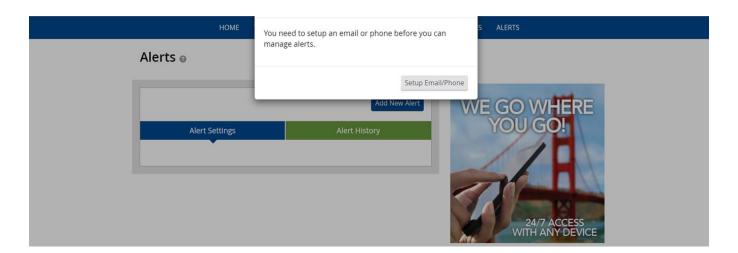
Statements Page

View, save, and/or print statements in pdf format.

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Statements @					
Statements (1)					
View Statement PDFs					
September 01 2021 Statement Po	eriod				
Previous Balance: \$0.00 Purchases: \$0.00 Cash: \$0.00 Special: \$0.00 Credits: \$0.00	Othe Fina New Tota Payr	ments: \$0.00 er Charges: \$0.00 nce Charges: \$0.00 l Balance:: \$0.00 I Minimum Due: \$0.00 nent Due Date: S0.00 Transaction Detail	0 ^{.00} p 26, 2021		

Alerts Page

Setup customized alerts which can be delivered conveniently to your phone or email address.



While we hope you find these instructions to be a helpful resource, please know that our Treasury Management team is always standing by and ready to assist with any questions that you may have. Please email us at enter email address here or call phone number and ask to speak with a member of our Treasury Management team. We appreciate the opportunity to serve you.