

USER GUIDE



MYCARD STATEMENT USER GUIDE



Updated 111621

Cardholder Online Access Instructions

Login / Enrollment Page

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

Log In to Your Account ?

Username 

[Forgot your username?](#) **Log In**

Don't have an account? Register for online access to your account so you can:

- Analyze your spending
- Review your statements
- Pay bills online

Enroll Now

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.

HOME TRANSACTIONS PAYMENTS STATEMENTS ACCOUNT SERVICES ALERTS

Welcome, JORDAN !

Current Balance	\$0.00
Pending Balance	\$0.00
Statement Balance	\$0.00
Available Credit	\$100.00
Current Credit Limit Amount	\$100.00
Last Payment	\$0.00
Total Minimum Due	\$0.00
Payment Due Date	Sep 26, 2021

Pay Bill



Recent Transactions My Card Details Spend Snapshot

Recent Transactions ?

— Pending Transactions (0)

— Transactions (0)

[Go to Full 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.

Transactions

— Saved Searches ?

— Filters ?

Time Period
All History →

Categories
No Category Filter Set →

Amount
All Amounts →

Order By
Date ↓ →

Group Results by Category

Save this Search

Export Results
Choose Format →

[Go to Spend Analyzer](#)

Search Transactions

— Transactions (0)

Payments Page

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

HOME TRANSACTIONS PAYMENTS STATEMENTS ACCOUNT SERVICES ALERTS

Payment Summary ⊙

[Make a One-Time Payment](#) [Create Recurring Payment](#)

— Filters

Amount
Any Amount →

Dates
Any Dates →

Order
Order Descending →

Payment Status
All →

Cable bill's due tomorrow!
Pay the easy, safe way.

Pay bills with Visa.

VISA [Learn More >>](#)

Statements Page

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

The screenshot shows the 'Statements' page with a navigation bar at the top containing links for HOME, TRANSACTIONS, PAYMENTS, STATEMENTS, ACCOUNT SERVICES, and ALERTS. The main heading is 'Statements' with a dropdown arrow. Below it, there is a box titled 'Statements (1)' containing a 'View Statement PDFs' button. The statement period is 'September 01 2021 Statement Period'. The summary table is as follows:

Previous Balance: \$0 ⁰⁰	Payments: \$0 ⁰⁰
Purchases: \$0 ⁰⁰	Other Charges: \$0 ⁰⁰
Cash: \$0 ⁰⁰	Finance Charges: \$0 ⁰⁰
Special: \$0 ⁰⁰	New Balance: \$0 ⁰⁰
Credits: \$0 ⁰⁰	Total Minimum Due: \$0 ⁰⁰
	Payment Due Date: Sep 26, 2021

At the bottom of the summary table, there are two buttons: 'View Transaction Detail' and 'Make A Payment'.

Alerts Page

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

The screenshot shows the 'Alerts' page with a navigation bar at the top containing links for HOME and ALERTS. The main heading is 'Alerts' with a dropdown arrow. Below it, there is a box containing an 'Add New Alert' button and two tabs: 'Alert Settings' and 'Alert History'. A modal dialog is displayed in the center with the text: 'You need to setup an email or phone before you can manage alerts.' and a 'Setup Email/Phone' button. To the right, there is a promotional image for mobile access with the text 'WE GO WHERE YOU GO!' and '24/7 ACCESS WITH ANY DEVICE'.

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.