Statements

You can use this quick reference guide as a fast reminder of the basic steps for viewing a 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 a percentage sign 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. Refer to the *Access Online: Managing Account Statements* quick reference.

Statement

View account statement(s).

- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Click a link to search and select a managing or diversion account.

Account Information
Managing Account Statement

Managing Account Number: ************8538, A
Managing Account ID: 555085389071

To view a statement, select a cycle and
Note: The statement cannot be used for
purposes only.

Select Billing Cycle:

01/08/2019

View Statement

Next, select a date and click **View Statement**.

CAT ID: NA

Survey

Please take a few minutes to respond to a short [survey](#) on our training.