View a Statement

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.

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

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

Select Billing Cycle:

01/08/2018

View Statement
CAT ID: 14952606

**Survey**

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