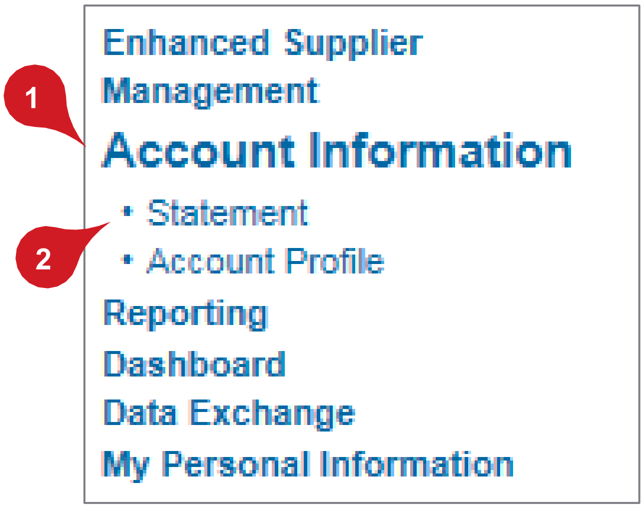
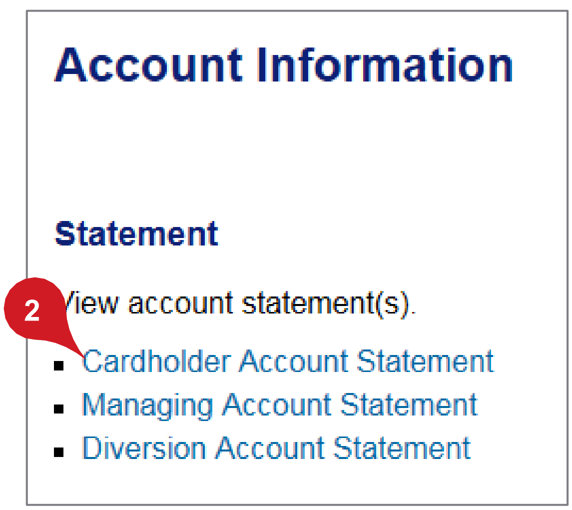
Statements

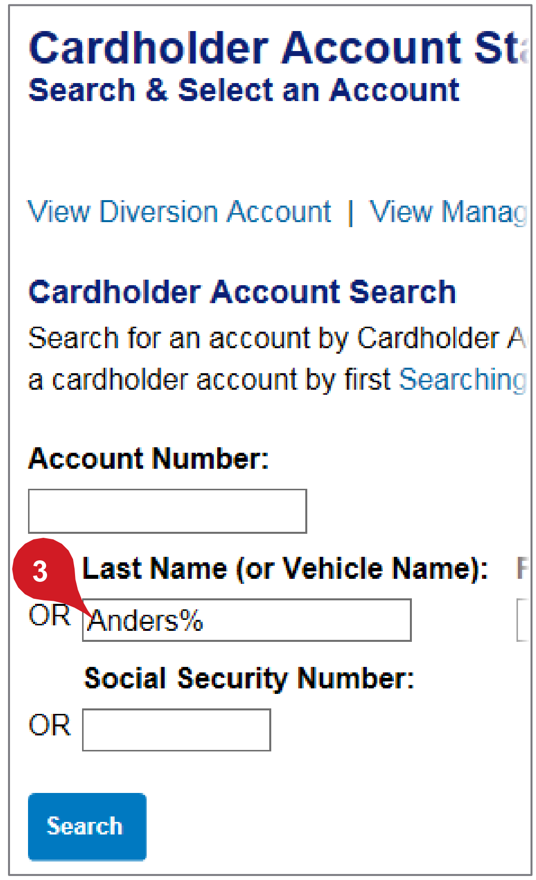
You can use this quick reference guide as a fast reminder of the basic steps for viewing a statement in Access® Online. If you have access to more than one account, you can view the statements for each account you have access to.



1. Select **Account Information**.

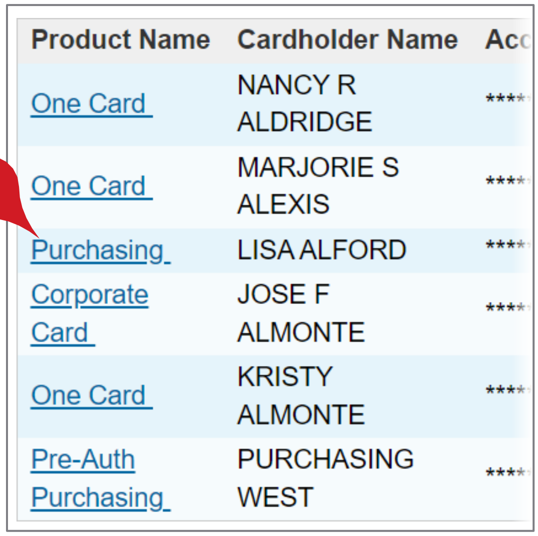


2. Click the **Statement** sub-task or the **Cardholder Account Statement** link.

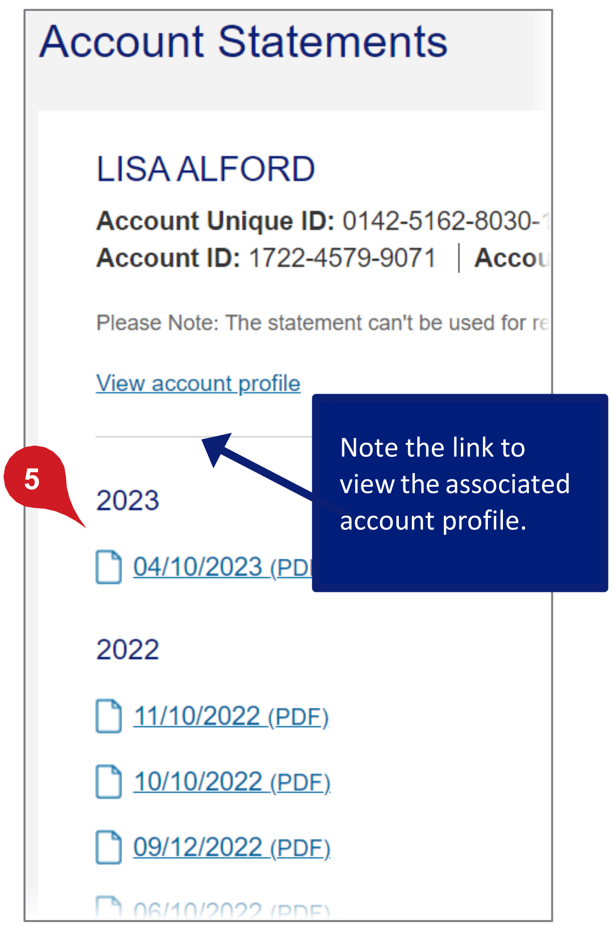


3. If you have access to more than one account, specify search criteria.

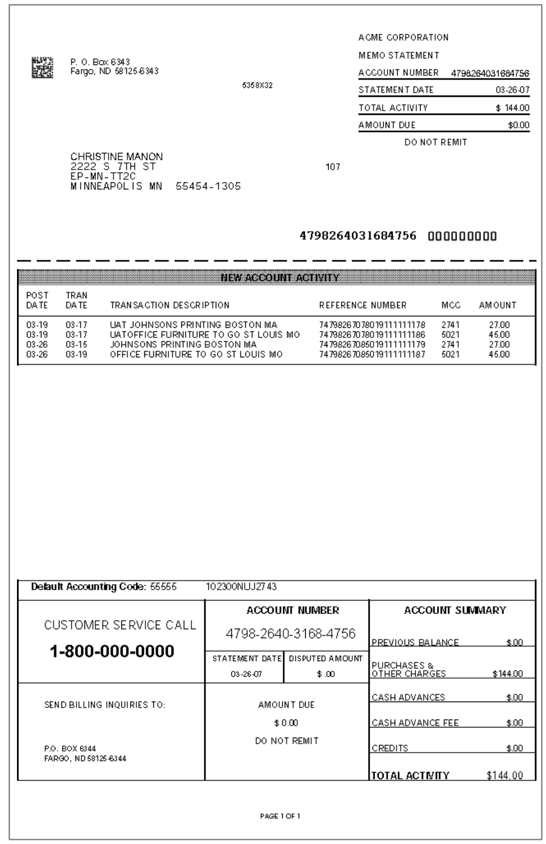
Tip! You can use a percentage sign as a wildcard, as shown.



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



5. Click a cycle link.



P. O. Box 6343
Fargo, ND 58125-6343

5358X32

ACME CORPORATION
MEMO STATEMENT

ACCOUNT NUMBER	4798264031684756
STATEMENT DATE	03-26-07
TOTAL ACTIVITY	$ 144.00
AMOUNT DUE	$0.00

DO NOT REMIT

CHRISTINE MANON
2222 S 7TH ST
EP-MN-TT2C
MINNEAPOLIS MN 55454-1305

107

4798264031684756 000000000

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19	03-17	UAT JOHNSONS PRINTING BOSTON MA	74798267078019111111178	2741	27.00
03-19	03-17	UATOFFICE FURNITURE TO GO ST LOUIS MO	74798267078019111111186	5021	45.00
03-26	03-15	JOHNSONS PRINTING BOSTON MA	74798267085019111111179	2741	27.00
03-26	03-19	OFFICE FURNITURE TO GO ST LOUIS MO	74798267085019111111187	5021	45.00

Default Accounting Code: 55555 102300NUJ2743

CUSTOMER SERVICE CALL
1-800-000-0000

ACCOUNT NUMBER
4798-2640-3168-4756

STATEMENT DATE	DISPUTED AMOUNT
03-26-07	$ .00

SEND BILLING INQUIRIES TO:

P.O. BOX 6344
FARGO, ND 58125-6344

AMOUNT DUE
$ 0.00
DO NOT REMIT

ACCOUNT SUMMARY

PREVIOUS BALANCE	$.00
PURCHASES & OTHER CHARGES	$144.00
CASH ADVANCES	$.00
CASH ADVANCE FEE	$.00
CREDITS	$.00
TOTAL ACTIVITY	$144.00

PAGE 1 OF 1

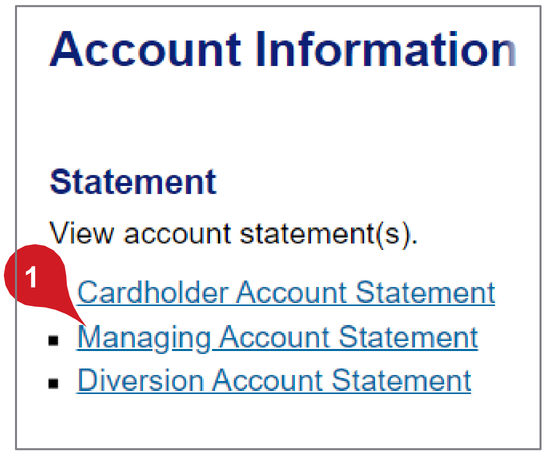
The statement displays as a PDF copy of the actual statement for viewing only (not payment). The statement contains:

- 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

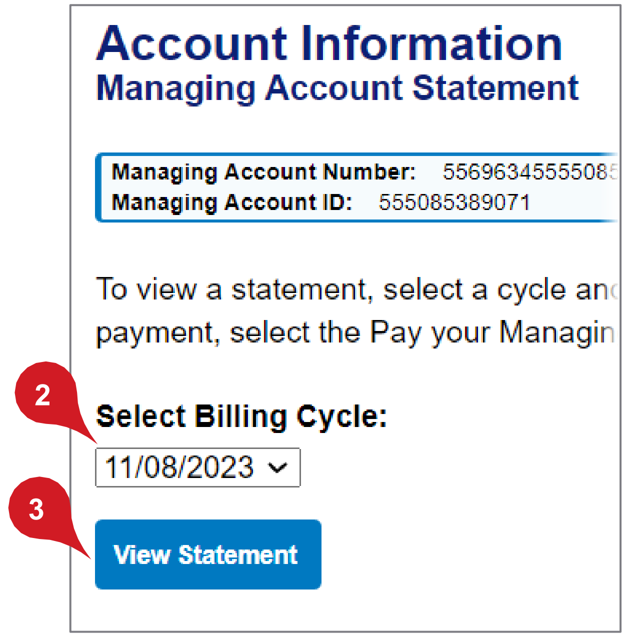
Tip! You can also view your statement on the mobile app. Refer to the *Access Online: Mobile app* quick start guide.

Managing account statement

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 and the *Access Online: Managing Account Statement Notification* quick reference.



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



2. Select a billing cycle.
3. Click **View Statement**.

CAT ID: NA

Survey

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