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.

- **Message Center**—Provides important messages from Access Online, your organization, and the bank.

- **Account Information**—Summarizes your account, including billing cycle close date, payment due date, balance, credit limit, and recent transactions.

- **Quick Links**—Take you directly to common tasks.

Tip! The content that displays on this screen depends on your program's setup, your role, and the type of card you use.

Access® Online

Chat With Us   Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Order Management
Transaction Management
Enhanced Supplier Management
Account Information
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Dashboard
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Home

Contact Us

Training

Welcome to Access Online bllmcVlpa1 blatest
Your last login was 10/01/2018

Language Selection:
American English

Message Center
Message(s) from Access Online

Purchasing

Switch Account
...9930

Quick Links
Manage Home Page Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

Account Name:	BLLMCITTEST BLATEST
Account Unique ID: ⓘ	0142-5472-1871-1358
Account ID:	213079000076
Account #:	**9930
Account Status:	Open

Statement Balance:	$0.00	**View Current Statement**
Billing Cycle Close Date:	07/19/2018	
Current Balance: ⓘ	$0.00	
Credit Limit: ⓘ	$1.00	
Available Credit: ⓘ	$1.00	

You may be able to get a quick view of your current statement or pay your balance.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
09/21	OFFICE MAX BLAT	$20.00
09/21	ASIA MIX BLAT	$100.00
09/21	CHILDRENS PLACE BLAT	$86.24
09/21	OFFICE MAX BLAT	$27.36
09/21	OFFICE MAX BLAT	$20.00 CR
09/21	ASIA MIX BLAT	$100.00 CR
09/21	CHILDRENS PLACE BLAT	$86.24 CR
09/21	OFFICE MAX BLAT	$27.36 CR
06/20	ANDERSON PHOTOGRAPHY BLAT	$421.00
06/20	GAP BLAT	$55.54

ⓘ Information

Home Page Settings

Welcome to Access Online TONY PAULUS
Your last login was 08/25/2017

Language Selection:
American English

Message Center
Message(s) from Access Online

Pre-Auth Purchasing   **Switch Account**   **Quick Links**
...7629

Acct#/Name: Manage Home Page Settings
Account ID: **1.** Click the **Manage Home**   Account Alerts
Account Status: **Page Settings** link.   Manage Contact Information
                                                       Manage Email Notifications
Current Balance: ⓘ   Run Transaction Detail Report
Credit Limit: ⓘ $1.00   View All Statements
Available Credit: ⓘ $1.00   View Last Cycle Transactions
                                                       View Open Transactions

Last 10 Transactions Posted
Posting Date   Merchant   Amount

Home Page Settings
Manage Settings

2. Switch the account to display as the default when you log in, if desired.

Select Account Default:
...4603

Select Quick Links:
☑ Account Alerts

☑ Manage Contact Information

☑ Manage Email Notifications   **3.** Select and deselect the options that you want to display as quick links on your home page.

☑ Run Transaction Detail Report

☑ View All Statements

☑ View Last Cycle Transactions

☑ View Open Transactions

Save   **4.** Click the **Save** button.

<< Back To Home Page

Quick Links

To use the quick links on your home page:

- To manage contact information, click the **Manage Contact Information** link.

- To manage email notifications, click the **Manage Email Notifications** link.

- To run a report that contains detailed information about your transactions, click the **Run Transaction Detail Report** link.

- To view statements, click the **View All Statements** link.

- To view transactions from your last cycle, click the **View Last Cycle Transactions** link.

- To view open transactions, click the **View Open Transactions** link.