View a Cardholder Statement

You can use this quick reference guide as a fast reminder of the basic steps for viewing a cardholder statement in Access® Online.

Viewing your statement in Access Online is simple. If you have access to more than one account, you can view the statements for each account you have access to.

1. Select the **Account Information** high-level task.

2. Click the **Statement** sub-task or the **Cardholder Statement** link.
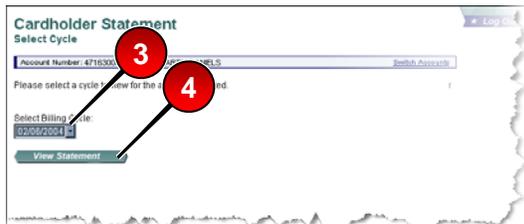
3. Select a cycle from the drop-down list.
4. Click the **View Statement** button.

The statement opens as a PDF file in a new window. You need Adobe® Acrobat Reader to view statements.

➢*Learn More:* For more detailed information, refer to the *Viewing Statements* web-based training lesson and user guide available at:

https://wbt.access.usbank.com

Contact your manager for the most current passwords.

The WBT also has a glossary available.