



**Paperless Credit Card  
Account Statements  
MyCardStatement.com  
Client User Guide**



## SIGNING UP

Log into MyCardStatement.com  
 Click on "Statements"  
 Click on "Delivery Options"




- Account Summary
- Transactions
- Statements 
- [View Statements](#)
- [Delivery Options](#) 
- Make a Payment
- Alerts
- Online Account Profile
- Pay Bills with Visa
- Customer Service
- Log Off

### Account Summary

Account Number: #### #### ####-0190 (test card)  
 Cardholder: TEST CARD

## Good for the Environment. Easy for You.

Suppress your credit card statement and improve your financial control  
 Try Paperless Today  
 To sign up, go to statements → select delivery options → choose paperless!



Account Information is current as of November 20, 2013 at 3:11:11 PM ET

Current Account Summary	
Account Balance:	<a href="#">View Transactions</a> \$0.00
Pending Balance:	<a href="#">View Detail</a> \$0.00
Available Credit:	\$500.00
Credit Limit:	\$500.00
Past Due Amount:	\$0.00
Last Activity Date:	Not Available
Cardholder Since:	10/30/2013

Statement & Payment Information	
Last Statement Amount:	\$0.00
Last Statement Date:	11/1/2013
Minimum Payment Due:	None due
Payment Due Date:	11/26/2013
Last Payment Amount:	\$0.00
Last Payment Date:	Not Available



Access your account anytime, anywhere, 24 hours a day and 7 days a week. Get up to date account information such as your available credit, recent transactions, and payment information, or pay your credit card bill online.

Note: The account balance may not include transactions that have not posted to the account. Available credit may be reduced by transactions that have not posted to the account.

Click on "Paperless"



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- [Delivery Options](#)
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### Statement Preferences

Account Number: #### #### ####-0190 (test card)  
 Cardholder: TEST CARD

Cardholder Account: XXXX-XXXX-XXXX-0190

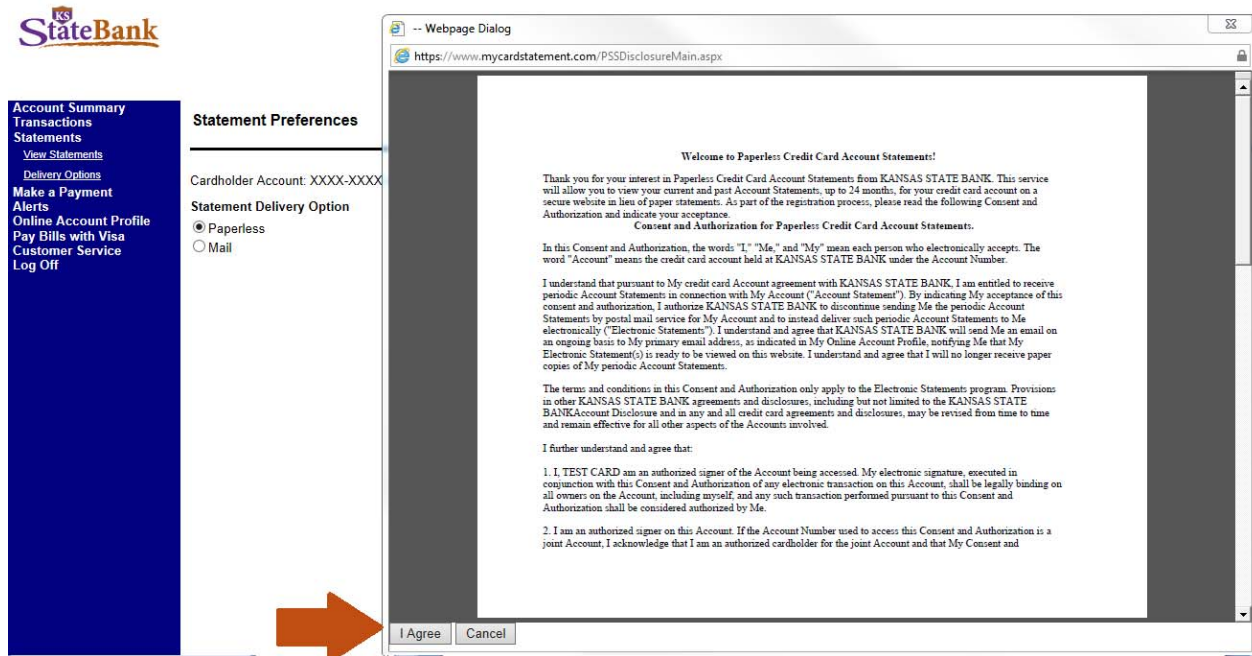
Statement Delivery Option

Paperless 

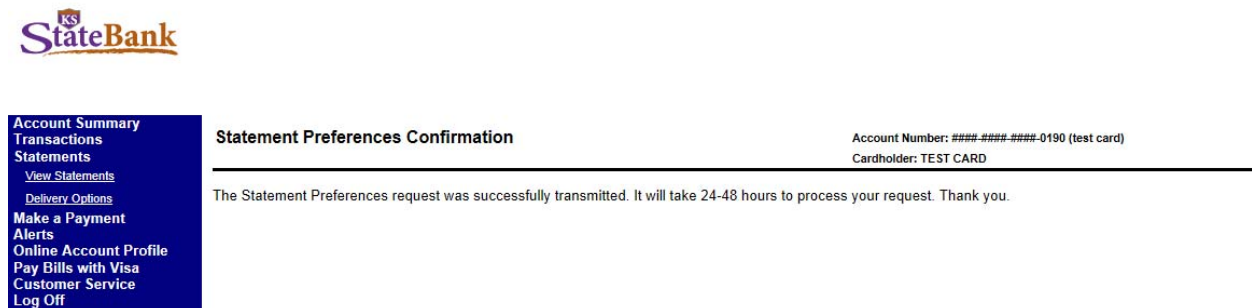
Mail

## DISCLOSURE AND CONFIRMATION

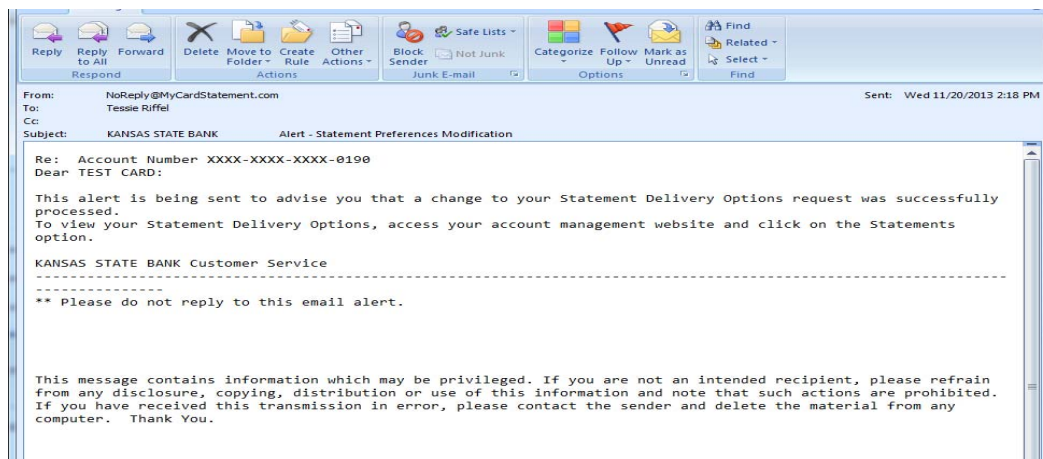
A "Welcome to Paperless Credit Card Account Statements!" disclosure will pop up.  
Read the terms, and then click on "I Agree."



The Statement Preferences Confirmation will display.



You will receive an email confirmation as well.



## VIEWING STATEMENTS

Log into MyCardStatement.com

Click on "Statements" then click on "View Statements"



**Account Summary**

**Transactions**

**Statements**

[View Statements](#)

[Delivery Options](#)

**Make a Payment**

**Alerts**

[Online Account Profile](#)

[Pay Bills with Visa](#)

[Customer Service](#)

[Log Off](#)

### Account Summary

Account Number: #####-####-0190 (test card)  
Cardholder: TEST CARD

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Try Paperless Today

To sign up, go to statements → select delivery options → choose paperless!

Account Information is current as of November 20, 2013 at 3:21:00 PM ET

Current Account Summary	
Account Balance:	\$0.00
Pending Balance:	\$0.00
Available Credit:	\$500.00
Credit Limit:	\$500.00
Past Due Amount:	\$0.00
Last Activity Date:	Not Available
Cardholder Since:	10/30/2013

Statement & Payment Information	
Last Statement Amount:	\$0.00
Last Statement Date:	11/1/2013
Minimum Payment Due:	None due
Payment Due Date:	11/26/2013
Last Payment Amount:	\$0.00
Last Payment Date:	Not Available

Note: The account balance may not include transactions that have not posted to the account. Available credit may be reduced by transactions that have not posted to the account.

You'll need to acknowledge the terms in the Agreement and verify that you're able to view PDFs.

#### Statement Preferences

Statement Delivery Option

Electronic

Mail

Current E-Mail Address: [triffel@ksstatebank.com](mailto:triffel@ksstatebank.com)

Account Number: #####-####-2196 (KS StateBank Test Card)  
Cardholder: OFFICE CARD

[HELP](#) | [PRINT](#)

You have selected to receive Electronic statement images. Please acknowledge that you have read and agree to the terms set forth in this [Agreement](#) and that you are able to access your Electronic statements via PDF format. In order to confirm that your device meets system requirements, you must complete the following actions:

- [Click here](#) to access the sample PDF.
- Enter the security code provided in the sample PDF in the confirmation box below.
- Select "I Agree" to finalize your enrollment.

Security Code:

Letters are case-sensitive

If you are unable to view the sample PDF, you may need to download a PDF viewer. Adobe Acrobat Reader is available for free and can be downloaded by visiting [www.adobe.com](http://www.adobe.com).

Click on the "Agreement" hyperlink to read the terms, then click on "Click here" to access a sample PDF. It will open in a new window, and it'll include a Security Code that you will need to enter before agreeing to the terms.

This is a Sample PDF

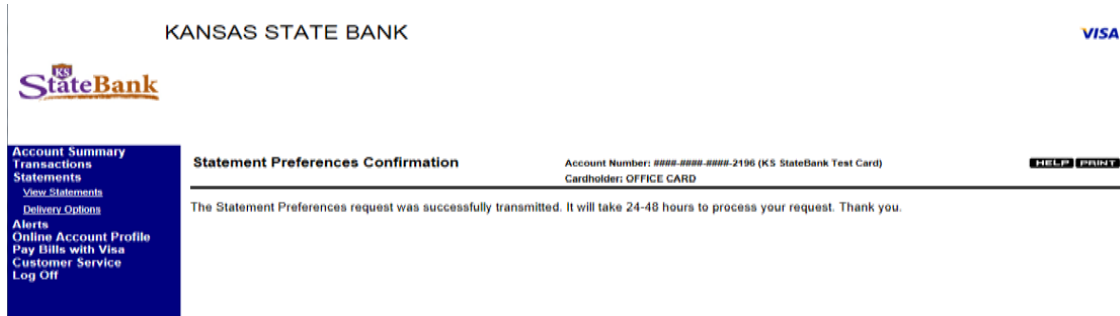
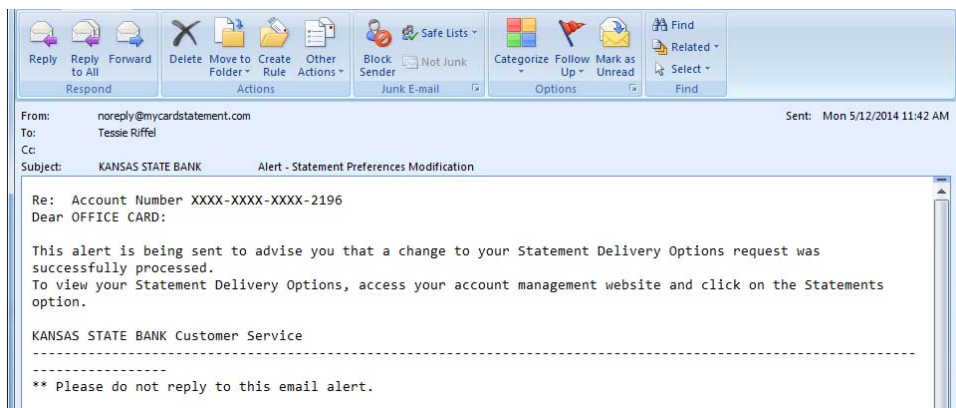
Thank you for selecting the option to receive your statement image electronically. You will notice there is a Security Code displayed within this Sample PDF. This code, as seen below, must be entered correctly in the confirmation box presented on the Statement Preference screen. In order to complete this request, you must click the I AGREE button after entering the code.

If you are unable to read the Security Code, simply close this Sample PDF and click the link again to receive a new code.

By opening and viewing this sample PDF image and obtaining your Security Code, you have demonstrated that your device satisfies the hardware and software requirements explained below and will be able to retrieve your statements electronically now and in the future.

**Minimum System Requirements**  
To view, download, and print Electronic Statements, you will need Microsoft Internet Explorer version 6.0 or higher, or Mozilla Firefox version 3.6 or higher and Adobe Acrobat Reader version 5.0 or higher. For Macintosh users, we suggest Microsoft Internet Explorer version 5.0 or higher, or Mozilla Firefox version 3.6 or higher, or Safari. Cookies and JavaScript must be enabled in the browser options. A free copy of Adobe Acrobat Reader can be obtained from the Adobe website at [www.adobe.com](http://www.adobe.com).

Enter the Security Code on the Statement Preferences screen, and click “I Agree.” You’ll receive a confirmation message once the code has been successfully entered and you’ll receive an email to the email address on record.

The second time you click on “View Statements” you will see the following message:

- Welcome! Please read this brief information and click Accept to begin viewing your statement images online
- eStatements are accessible for viewing, downloading, and saving with the use of Adobe Acrobat Reader 7 or higher
  - Notice: Please do not mail your payment with your online statement REMITTANCE COUPON
    - Statements may not appear if your account has met the following conditions for a given month
      - You did not have a balance on your account and did not have any new transactions during a statement period
      - Your account number recently changed. You can only view statements for your current account number

If you need additional assistance with your account please contact Customer Service.

On this screen, you’ll also see the email address that is set up to receive the eStatement notice. After you have read the message, click Accept.

From this point on, whenever you click on “Statements” and “View Statements,” you will be directed to the page below. All the eStatements will show and you can click on them to view (in this example we do not have any statements showing because it is a new card.)

