Paperless Credit Card Account Statements
MyCardStatement.com Client User Guide
SIGNING UP
Log into MyCardStatement.com
Click on “Statements”
Click on “Delivery Options”

Click on “Paperless”
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”

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

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.
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.)