Enroll in MyCardStatement.com
Client User Guide

State Bank
GETTING STARTED
Click on “Enroll Now!”

ACCOUNT ENROLLMENT
Input your full credit card number on the face of the card (do not use dashes or spaces).
Click “Continue.”

Input your information.
Click “Submit.”
*Last 4 digits of Phone Number - for a business it may be the last four of your business phone
*Last 4 digits of Social Security Number - if it is a business input 9999
TERMS AND CONDITIONS
Read through the terms and condition.
Click “Accept.”

ONLINE ACCOUNT SETUP
- Input your email address then re-enter your email address
- Select and input a Username
- Select and input a Password then re-enter the Password
- Input an account nickname
- Click “Continue.”
COMPLETE ENROLLMENT
You will receive a confirmation that your enrollment has completed successfully. Click on the blue hyperlink “Return to Login.”

SECURITY SETUP
Input your Username. Click “Log In.”

Input your Current Password
Click “Log In.”
There are three additional security steps to complete the first time you log in.
1. You will be prompted to select a Security Image. You can choose from the 8 images displayed.
2. On the next screen, you will enter a Security Phrase
3. You will also be prompted to create three security questions.

**Select Your Security Image**
Click on a picture to select the security image from one of the eight showing on your screen. You cannot search for more images.
Click “Continue.”

**Setup Your Phrase**
- Input a Security Phrase

When you are logging in, you will be asked to confirm your Security Image and Phrase before entering in your Password. This image and phrase provide added security to reassure that you are at the correct site and not at a fraudulent “copy-cat” site. If the Image or Phrase is incorrect, do not enter your password.

**Setup Your Security Questions**
- Select a Security Question from the drop down menu and input your answer
- Repeat for Security Questions and Answers 2 through 4
- Click on the bubble in front of the statement that is correct about the computer you are using to log in.

These questions will be used to help identify that you are the person accessing your accounts. Any time you use a different computer to access your Credit Card account, these questions will be displayed. You will be asked one of the four Security Questions and will be required to correctly answer the questions to get into your Credit Card account.

The answers to these questions are not case-sensitive, but are space-sensitive. If you do not answer the questions correctly when prompted while logging in, you will not be able to access your account at that time. This helps protect you against someone else trying to gain access to your account.
You will also be asked “Where are you accessing the site?”

- You can select “From my personal computer or other device type. Please register it.” If you select this option the system will register your computer or device and not ask you a Security Question in the future.
- Or you can select “From a public computer. Please do not register it.” If you select this option the system will not register that computer or device and will ask you a Security Question in the future.

Look over the image, phrase, questions and answers to make sure all the information is correct. Click “Continue.”
You will then be directed to your account information in MyCardStatement.com.

CONFIRMATION
You will receive an email and be asked to click on a link to confirm your email address. Once you click on the link, you will be directed to a page with a confirmation message.

After that, when you log into mycardstatement.com, and click on “Online Account Profile” then “Manage Email Address” on the left. The status will show as “Confirmed” next to the email address that was registered.