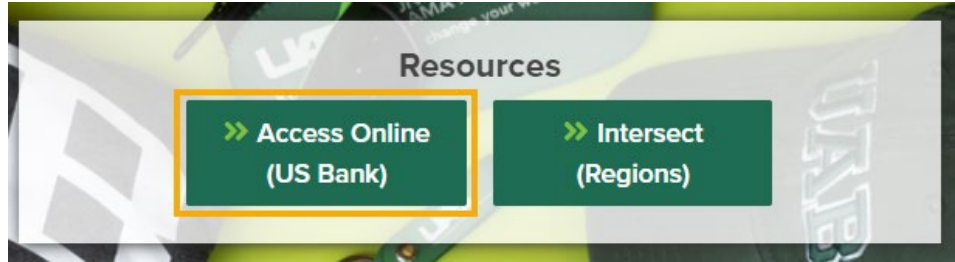


The following information will help a cardholder download and view P-Card account statements from the US Bank Access Online dashboard.

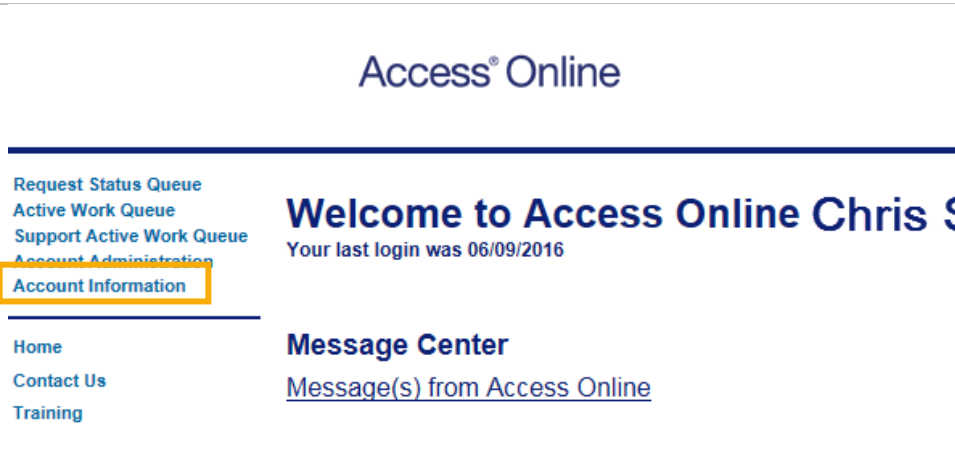
Navigate to **Access Online**:

- From the [P-Card website](#), click the **Access Online (US Bank) button**
- Sign-in to the **US Bank Access Online portal** using your BlazerID and password



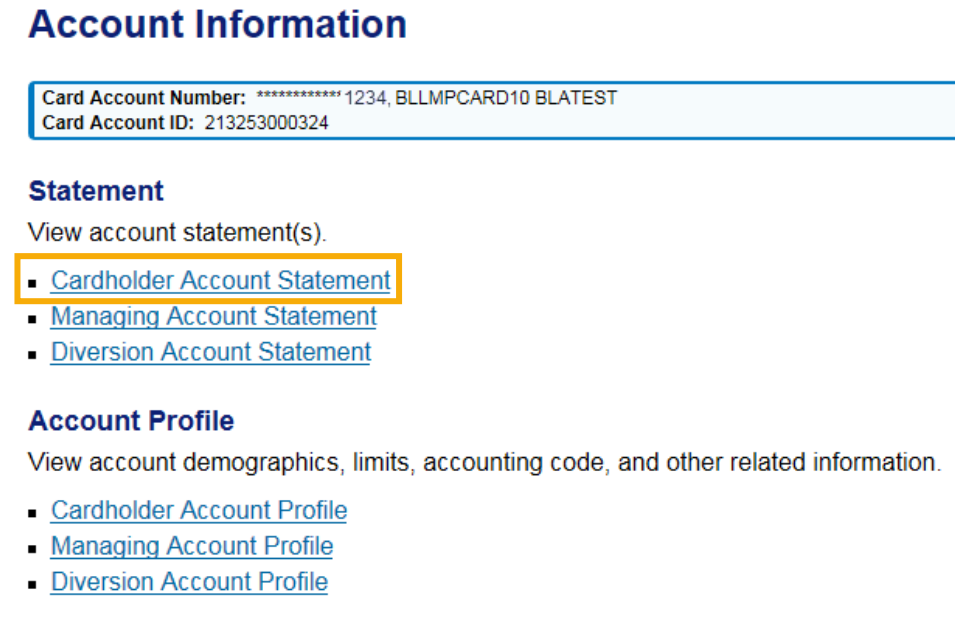
From the **Access Online** home screen,

- Click **Account Information** from the side menu



From the **Account Information** screen,

- Under Statement, choose **Cardholder Account Statement**



On the **Account Statements** page,

- Locate the statement date
- Click the **PDF statement link** to download the document to your local computer



Account Statements

Account Unique ID: [blurred] ⓘ
Account ID: [blurred] | **Account Number:** **1415

Please Note: The statement can't be used for remittance of payment, it's for display purposes only.

[View account profile](#)

2023

[08/31/2023 \(PDF\)](#)

[04/28/2023 \(PDF\)](#)

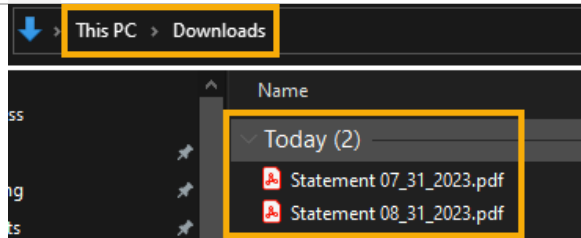
[07/31/2023 \(PDF\)](#)

[03/31/2023 \(PDF\)](#)

[05/31/2023 \(PDF\)](#)

[01/31/2023 \(PDF\)](#)

Navigate to your **Downloads** folder on your computer to open the statement document.






FINANCIAL AFFAIRS


The University of Alabama at Birmingham

UAB P-Card: Access Online - Account Statements

Example US Bank
P-Card account
statement



U.S. BANK
P. O. Box 6343
Fargo, ND 58125-6343



00000952 01 SP 106481824925318 0

BIRMINGHAM AL 35233-1102

ACCOUNT NUMBER ****_****_****-1415

AMOUNT DUE \$0.00

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
08-01	08-03	5046	BREGCO 205-244-8735 AL		3,750.00
08-02	08-03	5969	4IMPRIINT, INC 4IMPRIINT.COM WI		9,608.48
08-03	08-04	5969	4IMPRIINT, INC 4IMPRIINT.COM WI		428.19
08-12	08-14	5942	AMZN MKTP US TO9YH5011 AMZN.COM/BILL WA		361.25
08-14	08-15	5942	AMAZON.COM TO8716D02 AMZN AMZN.COM/BILL WA		61.98

<p>CUSTOMER SERVICE CALL</p> <p>800-344-5696</p>	ACCOUNT NUMBER	ACCOUNT SUMMARY
	STATEMENT DATE	
MANAGING ACCOUNT NUMBER		PURCHASES, FEES & ADJUSTMENTS
CONTACT AND ADDRESS		CHECKS/CASH ADVANCES
		DISPUTE AMOUNT
		CREDITS
		STATEMENT TOTAL

Page 1 of 1