

USER GUIDE



COMMUNITY
BANK & TRUST
A Division of Cedar Rapids Bank & Trust

MYCARD STATEMENT USER GUIDE



Updated 111621

Cardholder Online Access Instructions

Login / Enrollment Page

Login to your account at mycardstatement.com. If you have not yet established credentials, click on the "Enroll Now" button and follow the prompts.

Log In to Your Account ?

Username

[Forgot your username?](#) Log In

Don't have an account? Register for online access to your account so you can:

- Analyze your spending
- Review your statements
- Pay bills online

Enroll Now

Home / Landing Page

This page provides a high-level view of your account, displaying balance information, available credit, as well as payment information and a brief transaction history.

HOME TRANSACTIONS PAYMENTS STATEMENTS ACCOUNT SERVICES ALERTS

Welcome, JORDAN !

Current Balance	\$0.00
Pending Balance	\$0.00
Statement Balance	\$0.00
Available Credit	\$100.00
Current Credit Limit Amount	\$100.00
Last Payment	\$0.00
Total Minimum Due	\$0.00
Payment Due Date	Sep 26, 2021

Pay Bill

WE GO WHERE YOU GO!
24/7 ACCESS WITH ANY DEVICE

Recent Transactions My Card Details Spend Snapshot

Recent Transactions

— Pending Transactions (0)

— Transactions (0)

[Go to Full Transaction History](#)

Transactions Page

Searching for a specific transaction? Use the filter function to search by date, merchant category, and/or amount. Save searches for convenient recurring use and export results as needed.

Transactions

— Saved Searches ?

— Filters ?

Time Period
All History →

Categories
No Category Filter Set →

Amount
All Amounts →

Order By
Date ↓ →

Group Results by Category

Save this Search

Export Results
Choose Format →

[Go to Spend Analyzer](#)

Search Transactions

— Transactions (0)

Payments Page

Make a one-time payment, create a recurring payment, or search for previous transactions.

Payment Summary ⌵

[Make a One-Time Payment](#) [Create Recurring Payment](#)

— Filters

Amount
Any Amount →

Dates
Any Dates →

Order
Order Descending →

Payment Status
All →

Cable bill's due tomorrow!
Pay the easy, safe way.

Pay bills with Visa.

VISA [Learn More >>](#)

Statements Page

View, save, and/or print statements in pdf format.

The screenshot shows the 'Statements' page of a web application. At the top, a dark blue navigation bar contains the following menu items: HOME, TRANSACTIONS, PAYMENTS, STATEMENTS, ACCOUNT SERVICES, and ALERTS. Below the navigation bar, the page title 'Statements' is displayed with a dropdown arrow. The main content area is titled 'Statements (1)' and features a 'View Statement PDFs' button. Below this, the 'September 01 2021 Statement Period' is shown. A summary table follows, with columns for debits and credits. The debits column includes: Previous Balance: \$0.00, Purchases: \$0.00, Cash: \$0.00, Special: \$0.00, and Credits: \$0.00. The credits column includes: Payments: \$0.00, Other Charges: \$0.00, Finance Charges: \$0.00, New Balance: \$0.00, and Total Minimum Due: \$0.00. The 'Payment Due Date' is listed as Sep 26, 2021. At the bottom of the summary, there are two buttons: 'View Transaction Detail' and 'Make A Payment'.

Debit	Credit
Previous Balance: \$0.00	Payments: \$0.00
Purchases: \$0.00	Other Charges: \$0.00
Cash: \$0.00	Finance Charges: \$0.00
Special: \$0.00	New Balance: \$0.00
Credits: \$0.00	Total Minimum Due: \$0.00

Payment Due Date: Sep 26, 2021

Alerts Page

Setup customized alerts which can be delivered conveniently to your phone or email address.

The screenshot shows the 'Alerts' page of a web application. At the top, a dark blue navigation bar contains the following menu items: HOME, ALERTS. Below the navigation bar, the page title 'Alerts' is displayed with a dropdown arrow. The main content area features an 'Add New Alert' button. Below this, there are two tabs: 'Alert Settings' and 'Alert History'. A modal dialog box is open in the center of the page, displaying the message: 'You need to setup an email or phone before you can manage alerts.' Below the message is a 'Setup Email/Phone' button. To the right of the modal, there is a promotional banner for mobile access. The banner features a hand holding a smartphone in front of the Golden Gate Bridge. The text on the banner reads: 'WE GO WHERE YOU GO!' and '24/7 ACCESS WITH ANY DEVICE'.

While we hope you find these instructions to be a helpful resource, please know that our Treasury Management team is always standing by and ready to assist with any questions that you may have. Please email us at [enter email address here](#) or call [phone number](#) and ask to speak with a member of our Treasury Management team. We appreciate the opportunity to serve you.