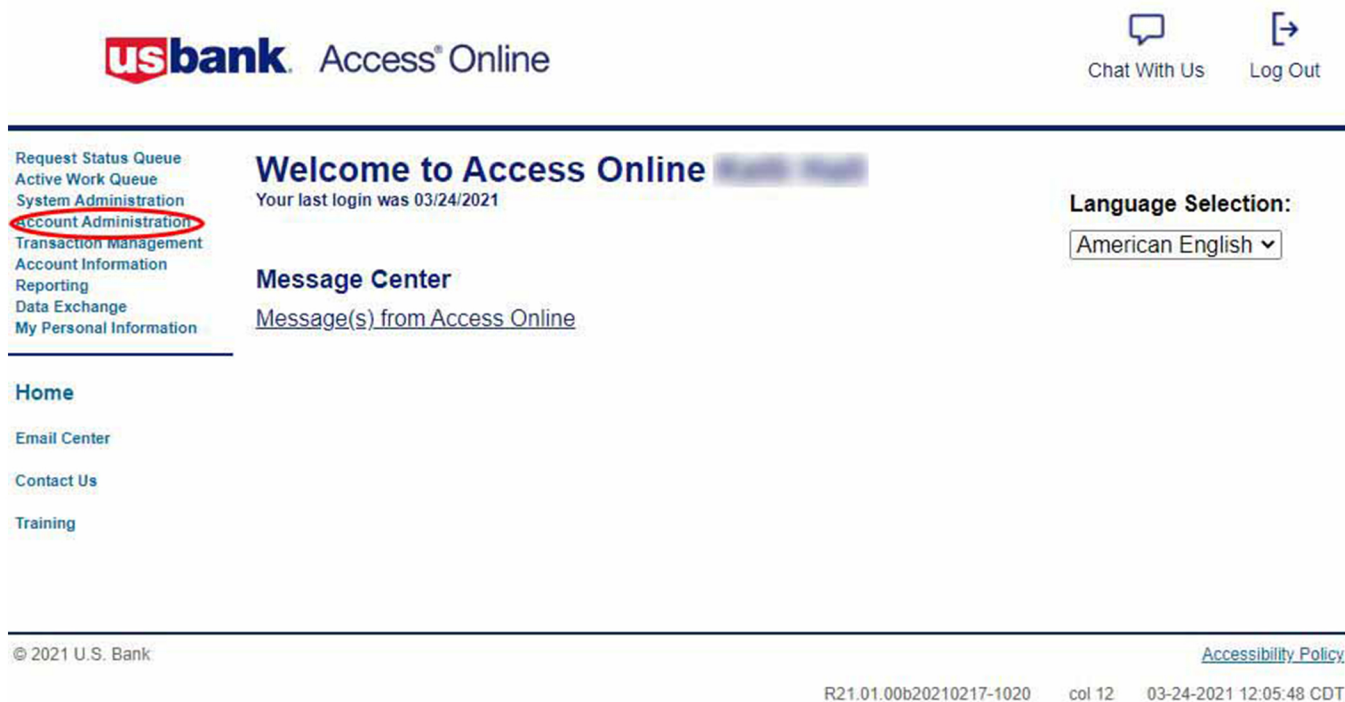


Accessing Your P-Card Statement

Log onto access.usbank.com with your user name and password (organization short name is “Weber”).

1. Click on “Account Administration” link:



usbank Access[®] Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Welcome to Access Online [blurred]
Your last login was 03/24/2021

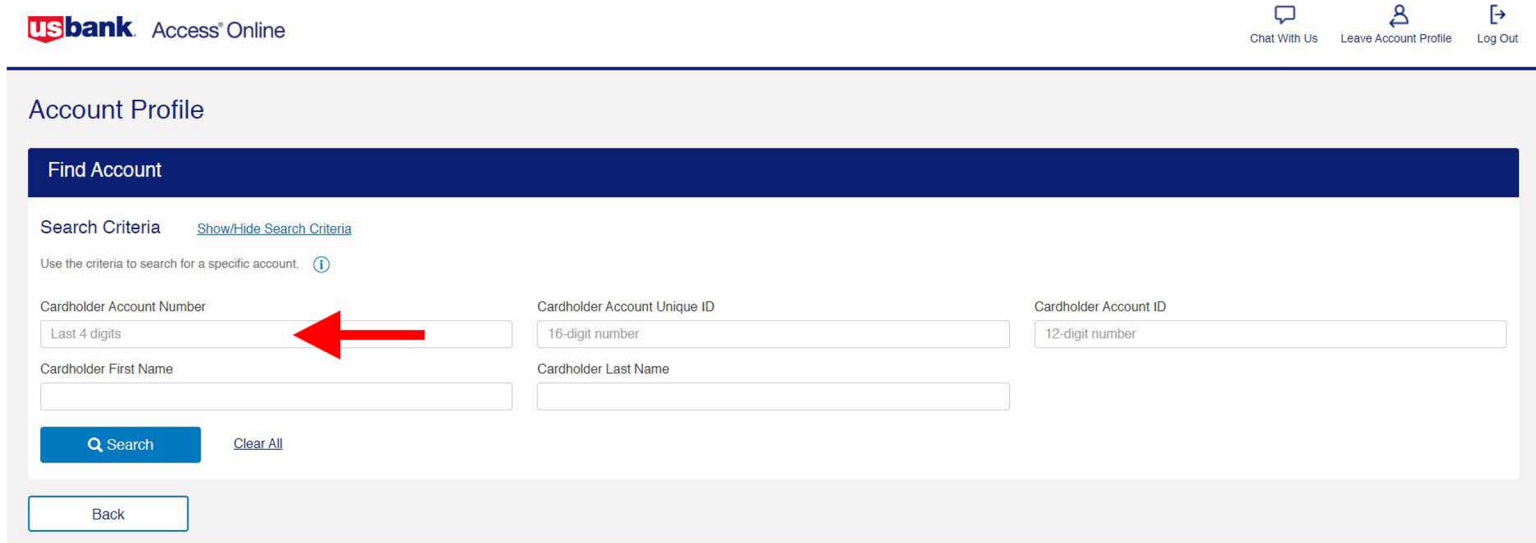
Message Center
[Message\(s\) from Access Online](#)

Language Selection:
American English ▾

Home
Email Center
Contact Us
Training

© 2021 U.S. Bank [Accessibility Policy](#)
R21.01.00b20210217-1020 col 12 03-24-2021 12:05:48 CDT

2. Enter the last 4 digits of your P-Card:



usbank Access[®] Online

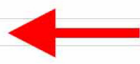
Chat With Us Leave Account Profile Log Out

Account Profile

Find Account

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number	Cardholder Account Unique ID	Cardholder Account ID
Last 4 digits 	16-digit number	12-digit number
Cardholder First Name	Cardholder Last Name	

Search Clear All

Back

3. Click on the circle next to the account that you want to view the statement for:

usbank Access[®] Online Chat With Us | Leave Account Profile | Log Out

Account Profile

Find Account

Search Criteria [Show/Hide Search Criteria](#)

Use the criteria to search for a specific account. ⓘ

Cardholder Account Number	Cardholder Account Unique ID	Cardholder Account ID
<input type="text"/>	16-digit number	12-digit number
Cardholder First Name	Cardholder Last Name	
<input type="text"/>	<input type="text"/>	

Results [Show/Hide Data](#) | [Choose Sort Options](#) Results 1 to 1 of 1

<input checked="" type="radio"/>	Cardholder Account ID	Cardholder Account Unique ID	Account Status	Account Name
<input type="radio"/>	Product Purchasing			

4. Click on the “View Statements” link to open the PDF file of your statement:

Account Overview

Product Purchasing	Account	Processing Hierarchy ⓘ	Managing Account
-----------------------	---------	------------------------	------------------

Organization Name (optional) ⓘ TAX EX 12024213010ST ⓘ

Optional 1 (optional) -- ⓘ

Optional 2 (optional) -- ⓘ

Account Overview

Summary ⓘ	Payment Information ⓘ
Account Status	Statement Balance
Credit Limit	Current Balance \$0.00
Available Credit	Statement Close Date 03/22/2021
Single Purchase Limit	<input type="button" value="View Statements"/>
Expiration Date	
View Financial History	

Account Owner's Information

Legal Information