GRAM Credit Card System Print Monthly Statement from GRAM

Screen Shots are EXAMPLES ONLY so your screen may not look the same as the screen shot.

- Login to GRAM. If you have not logged in for more than 90 days, GRAM inactivates your account. If
 you cannot login, send an email to <u>bmc_creditcard@brynmawr.edu</u>. The only information needed in
 your email is to request your GRAM account be reactivated and your password be reset. Please do not
 include in your email your User ID, passwords, or security responses.
- User Role:
 - To print your monthly statement a cardholder must be on the correct *Cardholder* role. Cardholders can have more than one *Cardholder* role depending on how many cards they have been issued.
 - To change *User Role*, click on drop down and choose a role. Your *Home* page will reload based on the role choosen.

HOME	
User Role:	Cardholder 200000000007751 DONNA MACINTOCH Cardholder - XXXXXXXXXXXX7751 - DONNA MACINTOSH
_	Company Program Administration - 202025 - BRANT HAWK COLLEGE Account Group Manager - AAPLACEHOLDER

• Under the Account Activity menu, click Account Statements.



• All your statements will be listed. To open/save a statement click on statement *Description*.

Search Reporting Structure Account St	atements		
ACCOUNT STATEMENTS Account Statements will download as PDF			
Description	File Size	<u>View Status</u>	Delivered Date
2021 February Statement New	97.5 KB	Never Viewed	02/28/2021
🔎 2020 November Statement	97.5 KB	Viewed	11/29/2020

For most users the PDF will appear at the bottom of your screen. Click to open file then save or print.

 Bank of America **

Description		Commercial Card		K/ BRYN M XXXX-X October 30, 20	NRI FAZIO AWR COLLEGE XXX:XXX:6609 14 - November 29, 2014		Cardhol	der Activity
🔎 2021 February Statement New		Account Information		Payment Informati	on	Account Su	ummary	
🔎 2020 November Statement		Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238		Statement Date Credit Limit Cash Limit	11/29/14 \$5,000 \$0	Credits Cash Purchases		\$0.00 \$0.00 \$813.50
Currently logged in as: DONINA MACINTOSH (breadmacintosh, Con Lant Viel: 03/92/2021		Customer Service: 1.888,449,2273 24 Hours TTY Hearing Impaired: 1.800,2227 395 24 Hours Outside the U.S.: 1.509,353,6656 24 Hours		Days in Billing Cycle Total Activity THIS IS NOT A E	31 \$813.50 IILL - DO NOT PAY	Other Debits Cash Fees Other Fees Total Activity		\$0.00 \$0.00 \$0.00 \$0.00 \$813.50
A Stanner 2021 pf	0	For Lost or Stolen Gard: 1 363.44 2273 44 Fours Transactions Postog Transactor Date Date Description Date Date Completion Date Date Completion Date Date Date Date Date Date Date Departure Date	03775526473 5 11/05/14 Airg 11/05/14 Airg	46BELLEVUE WA xort Code: PHL xort Code: CLT	Reference Number 2479262430324640000	MCC 8779 3063	<u>Charge</u> 392.00	Grødit

• To logout of GRAM, click Volume located in the top right corner of the screen and choose *Logout*.