

# View Cardholder Statement

Step	Action	Result
	<p><b>What You Need to Know</b></p> <p>There are two ways to access statements from the CitiManager Home screen – by clicking on <b>View Statement</b> from the Overview of Card Accounts section, or by accessing statements by clicking the <b>Statement</b> Tab at the top of the page.</p> <p>A cardholder can view up to the past 13 months of statements in CitiManager.</p>	
1.	Click the <b>View Statement</b> button from the Overview of Card Accounts section, click the <b>Statement</b> tab at the top of the page.	The <b>Statement</b> home screen displays with a view of the most recent statement.
	<p><b>Note:</b> The <b>Statement</b> home screen displays the statement start and end dates, the previous balance, the balance due, payments received, new transactions and the payment due date.</p> <p>The list of transactions that posted during this statement period displays at the bottom of the <b>Statement</b> home screen.</p>	
2.	To view previous statements, click the <b>Statement</b> list and select the desired statement date.	The desired statement displays.
3.	To print the transactions, click the <b>Print</b> icon on the page.	The <b>Print</b> page displays.
4.	Click the Print link.	Your printer options pop-up displays.
5.	To download the transactions, click the <b>Download</b> icon on the page.	The download options of CSV, Excel and PDF display.
6.	Select the desired download option, and then click the <b>Download</b> link.	The file download process begins.