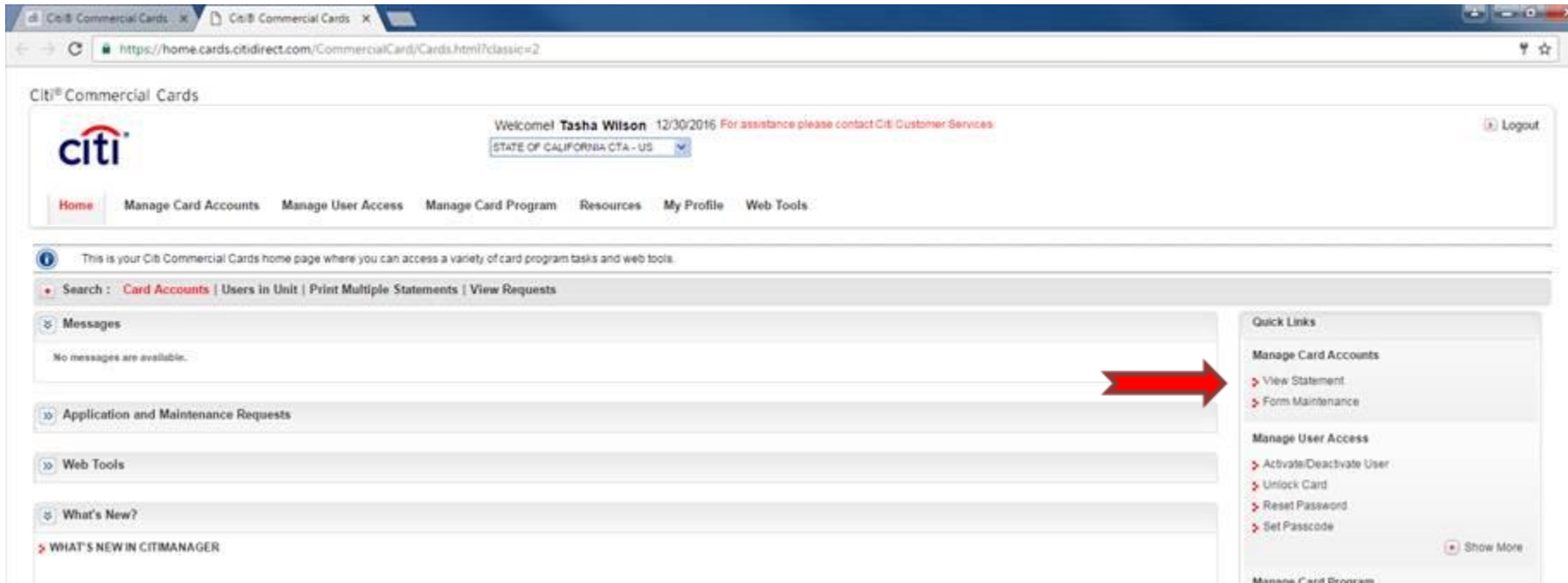
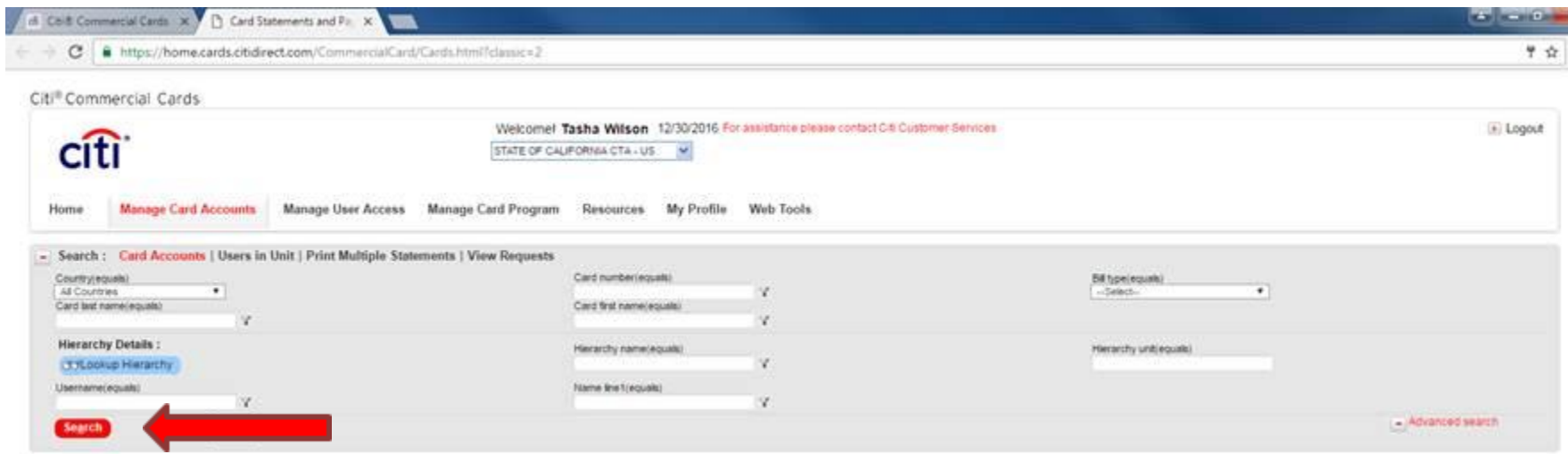


Once you are in the online system, on your main screen, under Quick Links click on “View Statements”



In the next screen, click on the red “search button”



This will pull up your accounts. You have a Centrally billed “account” and a centrally billed “card”. The card is your account number where the transactions are processed. The card rolls up into the “account”. The “Centrally Billed Account” is what you want to use for making payments so you will pull the statement from this account. Click on the radio button to the left of the “Card Number” and then select “Manage Account”.

18	<input type="radio"/>	XXXXXXXXXX005963		SAN MATEO MEDICAL CENTER	Activated	Centrally billed account
23	<input type="radio"/>	XXXXXXXXXX263687		SAN MATEO MEDICAL CENTER	Activated	Centrally billed card

Manage Account

On the next screen, click on the Statement Tab or if you have multiple months to print scroll to the bottom of the page to the “Past Statements” section and click on the date you want to print.

The screenshot shows the Citi Commercial Cards website interface. At the top, there is a navigation bar with links: Home, **Manage Card Accounts**, Manage User Access, Manage Card Program, Resources, My Profile, and Web Tools. Below this, there is a section for "Card Accounts : Unregistered" with tabs for "Account Summary", **Statement**, and "View Dispute".

Below the tabs, there is a section for "Current Account Summary" with a "Back" button and a "View information about your account" button.

At the bottom, there is a section for "Past Statements" with a table of statement dates and balances. A red arrow points to the "Statement date" column, specifically to the date "12/25/2016".

Statement date:	12/25/2016	11/25/2016
Previous balance:	\$ 18,195.59	\$ 0.00
Balance due:	\$ 12,617.92	\$ 18,195.59
New transactions:	\$ 0.00	\$ 0.00
Payments received:	\$ 18,195.59	\$ 0.00
Payment Due Date:	01/19/2017	12/20/2016

At the bottom of the "Past Statements" section, there is a "Back" button and a "View information about your account" button.

On the next screen, click on the red Download or on Print tabs.