



[www.commercialcardcenter.com](http://www.commercialcardcenter.com)

CommercialCard is a web-based tool which provides for real-time electronic transaction and billing information to cardholders and program coordinators, allows access to 4 months of statement cycles, and all unbilled transactions for the current cycle. CommercialCard also provides electronic statements for cardholders or administrators with an automated email alert sent to notify the user when the statement is ready to be viewed or printed.

To enroll as a cardholder, simply register the account by entering your card number in the space provided under **Register Now**.

The cardholder will then be prompted to enter four pieces of information for verification purposes. The cardholder must enter the following information:

- Validation Number (CVV code)
- State
- Zip Code (from statement address)
- Card Expiration Date

The cardholder will then be prompted to create their own unique username and password in order to complete the enrollment process.

Sign In - Microsoft Internet Explorer

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Address [https://www.statementlook.com/fdr.service?CID=AAAA3027001&PID=STATE&LNGTYPE=ENG&TRANTYPE=fdr\\_stmt\\_register](https://www.statementlook.com/fdr.service?CID=AAAA3027001&PID=STATE&LNGTYPE=ENG&TRANTYPE=fdr_stmt_register)

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### Security Verification

For security purposes, please enter the following information.

Validation Number:   
(Last 3 digits only)

State:

Zip Code:

Expiration Date:   
(mm/yy)

**What is a Validation Number?**  
The validation number is a three-digit number located on the back of your credit card. On the signature panel, found on the back of the card, there are a series of numbers in italics; you only need to enter the last three.

AUTHORIZED SIGNATURE  
0000 0000 0000 0000 123  
John Cardholder  
NOT VALID UNLESS SIGNED

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start 2 Microsoft ... Connected to... HANDOUTCo... Sign In - Micro... 1:52 PM

The **Account Summary** page gives a quick overall view of the account. This page will give you such information as statement billing address, current balance, available credit, current amount due and last payment amount.

**Account Summary** - Microsoft Internet Explorer

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Address: <https://www.statementlook.com/fdr.service?TRANSTYPE=HOM&CID=AAAA30270018&PID=STATE> Go Links

**Account Summary**  
[View Related Accounts](#)

This summary reflects the most current account information.

**Account Number:** XXXX-XXXX-XXXX-1000 [Update Account Info](#)

Card Type: Individual-Account  
Company ID: MODOC  
Company Name: MO DEPT OF CONSERVATION  
Primary Cardholder: DANIEL JOHNSON  
Email Address:  
Address: OUTREACH & EDUCATION  
PO BOX 14024  
PARKVILLE MO 64152-0524  
Home Phone: (573) 751-4115  
Work Phone: () -  
Statement Delivery Method: Paper Only [Change Delivery Method](#)

**Balance as of 09/08/04: \$ 0.00** [View Transaction History](#)

\* Available Credit: \$ 3,000  
Credit Limit: \$ 3,000  
\* Provided your account is in good standing.

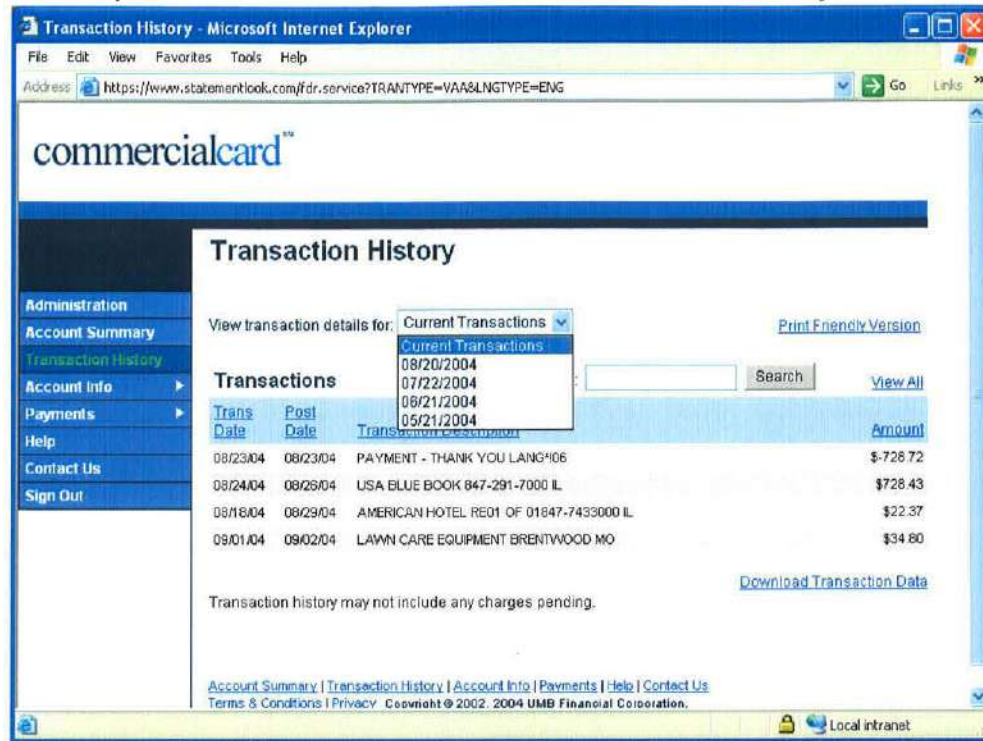
**Minimum Payment Due: \$ 0.00** [Payments](#)

Payment Due Date: 01/16/04  
Last Payment Amount: \$ 48.00  
Last Payment Posted: 12/10/03  
Last Statement Balance: \$ 0.00  
Last Statement Date: 12/22/03

[Account Summary](#) | [Transaction History](#) | [Account Info](#) | [Payments](#) | [Help](#) | [Contact Us](#)  
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javascript:funcTest('ACH') Local intranet

The **Transaction History** page allows the user to view the last four statement periods as well as current transactions not yet billed.



The **Pending Transactions** page shows real-time charges that have been made but not yet posted. This page will also indicate whether a transaction was approved or declined.

Pending Transactions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.statementlook.com/fdr.service?TRANSTYPE=PAUTH&LNGTYPE=ENG> Go Links

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**Pending Transactions**

**Transactions**

Auth Date	Auth Time	Merchant Information	Amount	Status
09/08/04	09:16:52	NRTG 01701 MA	\$ 78.55	Approved
09/07/04	16:11:09	RAM AIRCRAFT CORP WACO TX	\$ 17.54	Approved
09/07/04	13:48:22	RAM AIRCRAFT CORP WACO NY	\$ 144.90	Approved

Administration  
Account Summary  
Transaction History  
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Cardholders and Coordinators can elect to receive electronic statements in addition to their paper statements. By going to the **Account Info** page, the CommercialCard user simply selects the paper and electronic statement delivery method and provides their email address to enroll for this service.

Statement Delivery Method - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.statementlook.com/fdr.service?TRANTYPE=STATESTATUS&LNGTYPE=ENG> Go Links

**Account Info**  
[Cardholder Info](#) | [Statement Delivery Method](#)

**Administration**  
**Account Summary**  
**Transaction History**  
**Account Info** ▶  
**Payments** ▶  
**Help**  
**Contact Us**  
**Sign Out**

**Statement Delivery Method**

You now have the freedom to choose how you would like to receive your credit card statement. Select the delivery method and click submit.

Your current statement delivery method is set to receive **"Paper Only"**.

☐ **Receive Both Paper and Electronic Statement**  
A paper statement will be sent to your mailing address and you will receive an email each month informing you when your statement is available to view online. A valid email address is required. If your email address has changed, please update it below.

☒ **Receive Paper Statements Only**  
You do not participate in the electronic statement service. A paper statement will be sent to your mailing address each month.

**Email Address**

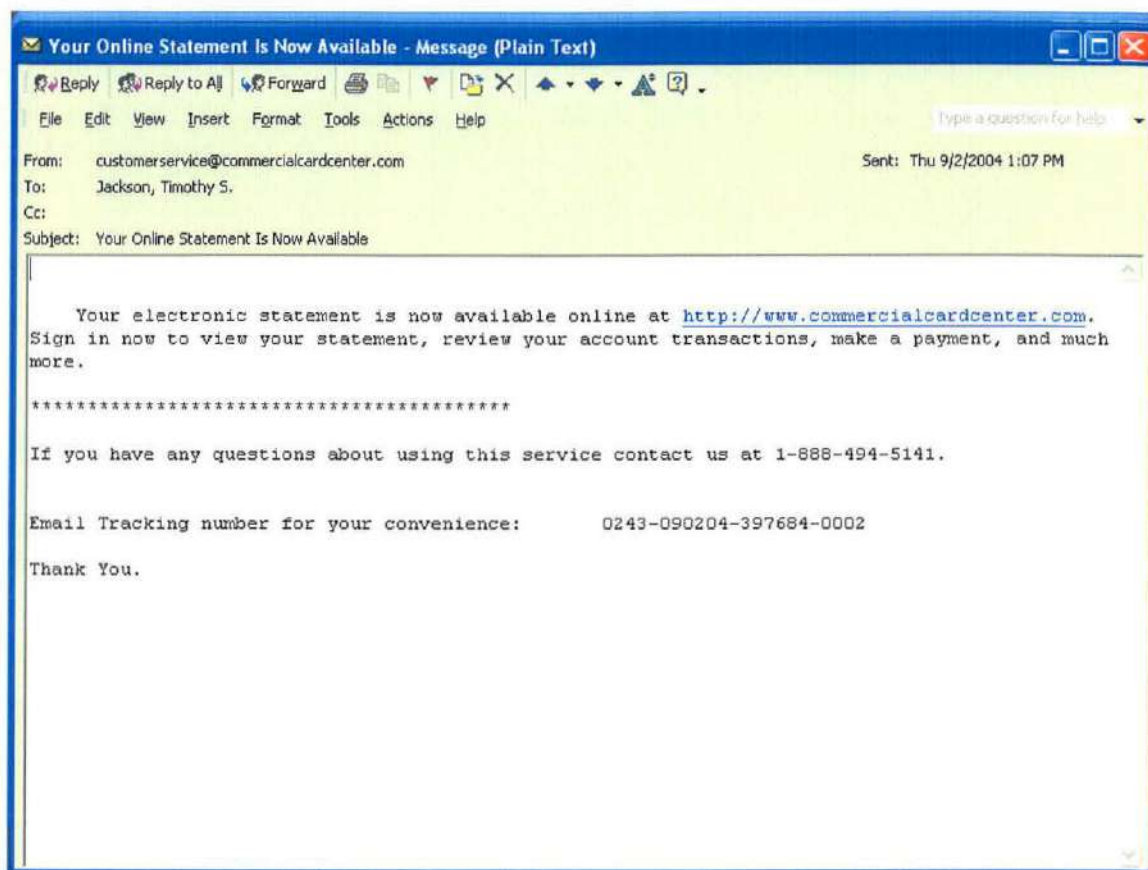
Email Address:

Confirm Email Address:

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The day following the statement date, an email notification will be sent to the cardholder to notify them that their statement is ready to view with a link to the CommercialCard website.



By going to the **Statements** page within CommercialCard, the cardholder can view and/or print their electronic statement which closely resembles the standard paper statement. A sample is shown on the next page.

Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.statemendlook.com/fdr.service?TRANSTYPE=VAA&CYCLE=2004/09/01&SDATE=2004/09/01&BACKER=Y&HIST> Go Links


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Statements

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View statement details for: 09/01/04 [Print Friendly Version](#)

[Additional Disclosures](#)



Statement Closing Date: 09/01/04  
Payment Due Date: 09/26/04  
Minimum Payment: 573.97  
Past Due Amount: 126.48

**PAYMENT ADDRESS**  
CARD SERVICES  
PO BOX 875852  
KANSAS CITY MO 64187-5852

**ACCOUNT INQUIRIES AND LOST STOLEN CARDS**  
800-821-5184  
816-843-2000 IN KANSAS CITY

CARD SERVICES  
PO BOX 418734  
KANSAS CITY MO 64141-8734

Telephoning about billing errors  
will not preserve your rights under  
federal law.

ACCOUNT SUMMARY

Previous Balance	\$ 783.09	Account Number: XXXX XXXX XXXX 0243
Payments	- 654.61	Credit Limit 1,000.00
Credits	- 0.00	Available Credit 426.00
Purchases/Debits	+ 442.03	
Cash Advances	+ 0.00	
<b>FINANCE CHARGES</b>	<b>+ 3.46</b>	
New Balance	573.97	

An amount followed by a minus (-) is a credit  
or a credit balance, unless otherwise indicated.

Search Transactions:  [Search](#) [View All](#)

TRANSACTION INFORMATION

Transaction Date	Posting Date	Reference Number	Purchases, Cash Advances, Payments, Credits and Adjustments since last statement	Amount
08/05	08/05	7471562KAEHMBQPN4	PAYMENT - THANK YOU	19.83-
08/05	08/05	7471562KAEHMBQR1H	PAYMENT - THANK YOU	634.78-
08/12	08/12	2479262KJJ5F2JYNV	SOUTHWESTAIR5262715211536 DALLAS TX MCC: 3066 MERCHANT ZIP: JACKSON/TIM 08/26/04 KANSAS CITY ST LOUIS 1 VVN Q ST LOUIS KANSAS CITY 2 VVN Q	136.70
08/22	08/22	2488216KV00R6PRQX	HOTELS.COM 800-394-1454 TX MCC: 7011 MERCHANT ZIP: 75231 LODGING CHECK-IN DATE: 08/26/04	79.00
08/26	08/26	2444500L0SAA8P9XV	TGI FRIDAY'S #1481 ST LOUIS MO MCC: 5812 MERCHANT ZIP:	16.71
08/27	08/27	2424651L09DW7NTE2	ENTERPRISE RENTACAR BERKELEY MO MCC: 3405 MERCHANT ZIP: 63134 AUTO RENTAL DATE: 08/27/04	94.26
08/27	08/27	2440369L2BLGY8AVE	MIKE DUFFY'S PUB KIRKWOOD SAINT LOUIS MO MCC: 5812 MERCHANT ZIP:	34.34
08/27	08/27	2461043L203S48P80	MARRIOTT 33746 PAVI - F/B ST. LOUIS MO MCC: 3509 MERCHANT ZIP: 63102 LODGING CHECK-IN DATE: 08/27/04	15.04
08/28	08/28	2443585L160Z0SXXZ	SHERATON HOTELS SAINT LOUIS MO MCC: 3503 MERCHANT ZIP: 63102	29.98
08/28	08/28	2449280L23DAMMXRY	KCI PARKING #2 KANSAS CITY MO MCC: 7523 MERCHANT ZIP:	36.00
PERIODIC		*FINANCE CHARGE*	PURCHASES \$3.46 CASH ADVANCE \$0.00	3.46

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