

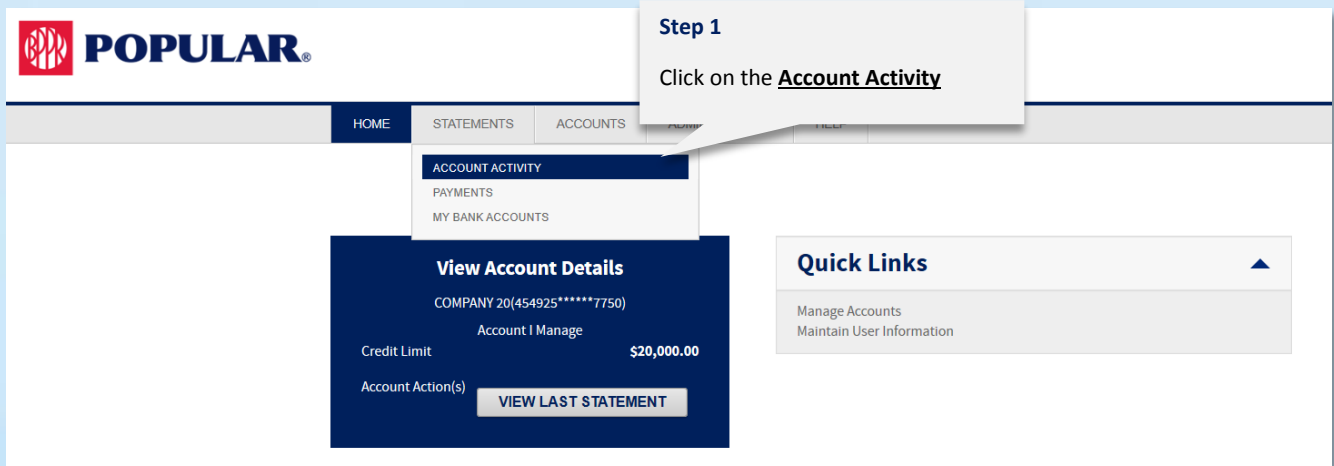
Commercial Credit Card Manager (CCCM)

View Account Summary, Transactions, and Statements (Administrator) – Quick Guide Reference

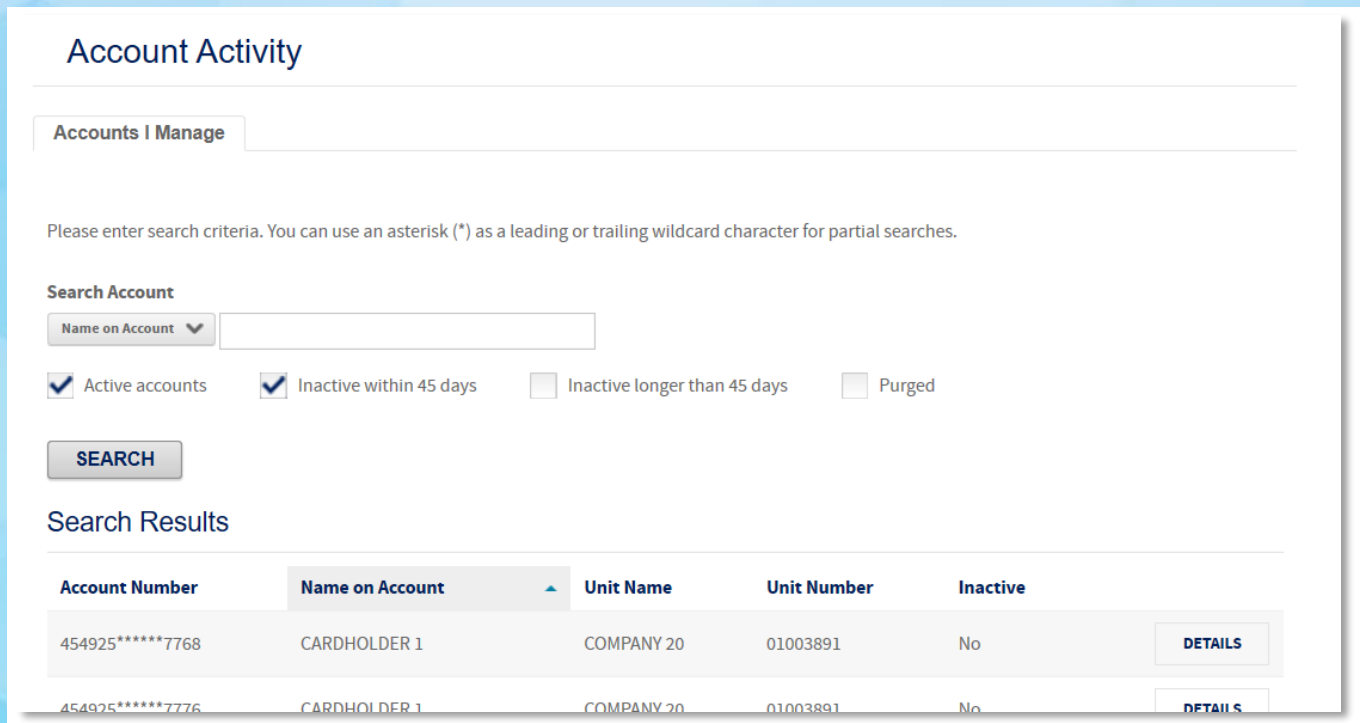
As an administrator you will have access to the corporate account information as well as all the individual card accounts. Through CCCM, administrators can view the details of their individual card including their transactions and statements. CCCM presents billing statements for individually billed accounts (i.e., individual cards for Visa Corporate) and informative statements for accounts that bill at the corporate account level (i.e., individual cards for Visa Business). For Visa Business products, which bill at the corporate account level, only an administrator will have access to the billing statement.

Steps to View Your Account Details

Step 1: Login into CCCM (commercialcards.popular.com), on the Home Page, click on the **Statements** menu and select **Account Activity**.



Step 2: You can search for the account you wish to view or simply click **Search** and CCCM will bring all the accounts registered under your administrator profile. Click *Details* on the account you wish to view.



Step 3: The Account Detail page will be displayed. The first tab displays the account summary which includes the activity since the last statement and the summary of the last statement.

The screenshot shows the POPULAR website interface. At the top, there is a navigation bar with links for HOME, STATEMENTS, ACCOUNTS, ADMINISTRATION, and HELP. Below this, the page title is "Account Details for CARDHOLDER 1 (454925*****7768)". There are three tabs: Summary, Transactions, and Statements. The Summary tab is currently selected. The page is divided into two main sections: "Activity Since Last Statement" and "Summary of Last Statement (Statement Date: 9/12/2020)".

Activity Since Last Statement	
Current balance:	\$0.00
Available to spend:	\$19,950.00
Credit limit:	\$20,000.00

Summary of Last Statement (Statement Date: 9/12/2020)	
Statement balance:	\$0.00

Below the tables, there are two buttons: "EXPAND DETAILS [+]" and "MAKE PAYMENT". A note at the bottom states: "The current balance amount includes last payment received and cash advances."

Step 3
The **Summary** tab will be displayed

Step 4: Click on the **Transactions** tab to view the transactions for the account. CCCM will present the current statement's transactions. If you choose the corporate account, you will be able to see the transactions from all the individual cards.

- You can view transactions from previous statements by selecting the cycle from the **Statement Cycle** drop-down menu.
- You can also download the transactions by selecting the **Download format** from the drop-down menu and clicking **Download**.

The screenshot shows the POPULAR website interface with the Transactions tab selected. The page title remains "Account Details for CARDHOLDER 1 (454925*****7768)". The navigation tabs are Summary, Transactions, and Statements. Below the tabs, there are two dropdown menus: "Statement Cycle" (set to 9/9/2020) and "Download format" (set to Select). There are two buttons: "DOWNLOAD" and "PRINT THIS PAGE".

PURCHASE		\$35.78
Posted: 9/9/2020	MCC:	Original Amount: 35.78
Occurred: 9/8/2020	MCC Description:	Currency Desc: US Dollar (840)
Location: SAN JUAN PR	Memo:	Conversion Rate: 1.00000000
		Billed Amount: 35.78

Step 4
Click on **Transactions**

← Back to results

Account Details for CARDHOLDER 1 (454925*****7768)

Summary Transactions **Statements**

Statement Cycle:
Current
9/12/2020
9/9/2020
8/18/2020

Download format

Step 4a

Select a **Statement Cycle** to view transactions for that period

PURCHASE

\$35.78

← Back to results

Account Details for CARDHOLDER 1 (454925*****7768)

Summary Transactions **Statements**

Statement Cycle: 9/9/2020

Download format
Select
OFX for MS Money
QBO for QuickBooks
IIF for QuickBooks
Comma delimited text
Tab delimited text
Excel

DOWNLOAD

PRINT THIS PAGE

PURCHASE

\$35.78

Posted: 9/9/2020

MCC:

Occurred: 9/8/2020

MCC Description:

Original Amount: 35.78

Currency Desc: US Dollar (840)

Step 4b

Select a **Download format** and click **Download**

Step 5: Click on the **Statements** tab to view the account's statements. CCCM will display up to 18 statements. Click the Adobe Acrobat icon to view and download the statement.

← Back to results

Account Details for CARDHOLDER 1 (454925*****7768)

Summary Transactions **Statements**

Wednesday, September 9, 2020



Tuesday, August 18, 2020



Step 5

Click on **Statements**

For additional information you may contact the Business Banking Center at 787-756-3939 or 1-855-756-3939, Monday to Friday from 8AM to 6PM and Saturday from 8AM to 5PM.