

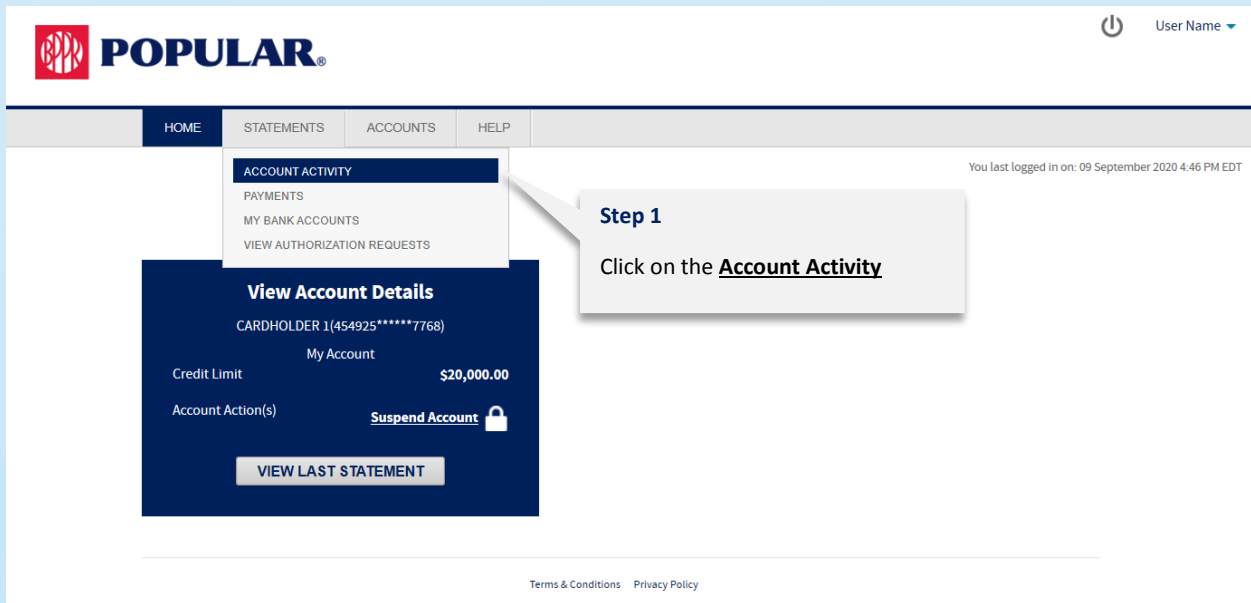
# Commercial Credit Card Manager (CCCM)

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

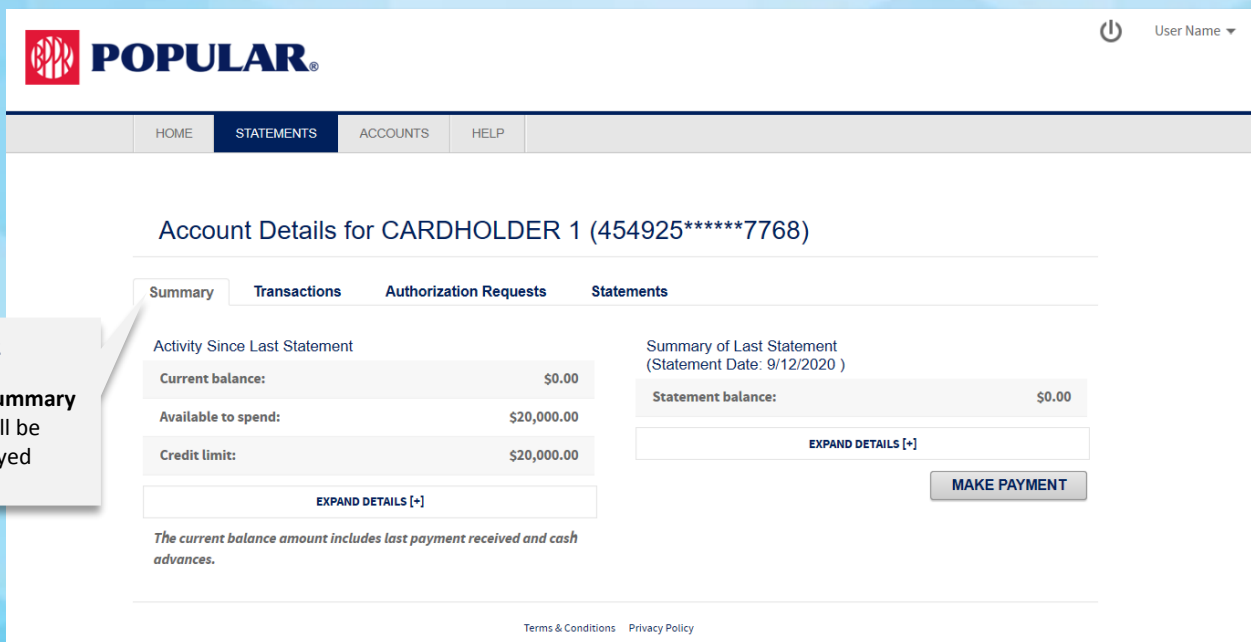
Through CCCM, cardholders can view the details of their individual card including their transactions and statements. CCCM presents billing statements for individually billed accounts (i.e., individual cards for Visa Corporate) and informative statements for accounts that bill at the corporate account 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:** 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.



**Step 3:** Click on the **Transactions** tab to view the transactions for the account. CCCM will present the current statement's transactions.

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

**POPULAR** User Name ▾

HOME STATEMENTS ACCOUNTS HELP

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

Summary **Transactions** Authorization Requests Statements

Statement Cycle: 9/9/2020 ▾ Download format: Select ▾ **DOWNLOAD** 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: 1.000000000
		Billed Amount: 35.78

PURCHASE		\$65.14
Posted: 9/9/2020	MCC:	Original Amount: 65.14
Occurred: 9/8/2020	MCC Description:	Currency Desc: US Dollar (840)
Location: SAN JUAN PR	Memo:	Conversion Rate: 1.000000000

**POPULAR** User Name ▾

HOME STATEMENTS ACCOUNTS HELP

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

Summary **Transactions** Authoriza

Statement Cycle: **Current** 9/12/2020 9/9/2020 8/18/2020 ▾ Download form PRINT THIS PAGE

**Step 3a**  
Select a **Statement Cycle** to view transactions for that period

**POPULAR** User Name ▾

HOME STATEMENTS ACCOUNTS HELP

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

Summary **Transactions** Authorization Requests 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:	Original Amount: 35.78

**Step 3b**  
Select a **Download format** and click **Download**

**Step 4:** Click on the **Authorization Requests** tab to view the most recent authorizations for the account. CCCM will present both approved and declined authorizations with a reason. You can search by the authorization status and/or a date range.

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HOME STATEMENTS ACCOUNTS HELP

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

Summary Transactions **Authorization Requests** Statements

All  Approved  Declined  Referred  Fraud  Pickup

From  To

SEARCH

Search Results ([Download All](#))

Details	Date/Time	Status	Auth Code	Merchant	MCC	Amount	Type	Reason
...	9/19/2020 11:31 AM	Approved	032115		0000	\$50.00	Purchase	APPROVED
...	9/19/2020 11:31 AM	Referred	000000		0000	\$50.00	Purchase	CARD ACTIVATION
...	9/19/2020 11:30 AM	Declined	000000		0000	\$50.00	Purchase	PAST DUE 031-060 CURRENTLY

**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.

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HOME STATEMENTS ACCOUNTS HELP

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

Summary Transactions Authorization Requests **Statements**

Wednesday, September 9, 2020

Tuesday, August 18, 2020

Get Acrobat Reader

To view a statement, you must first have Adobe Acrobat Reader installed. You can download Acrobat Reader for free from Adobe's web site.

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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.