

If the cardholder prefers not to receive a paper copy in the mail, they can change this in their profile. Below are the instructions for cardholders to change their statement delivery. The cardholders need to change this. Card administrators are unable to change this setting.

After logging into PaymentNet, they need to -

Click on the My Profile icon 

Click on the Accounts tab.

Change the Statement Delivery drop down to **Electronic with Reminder** or **Electronic**.

Electronic = Cardholder will have to log into PaymentNet to download and print statement.

Electronic with Reminder = Cardholder will receive an email notification that their statement is available. Cardholder will have to log into PaymentNet to download and print statement. Their email address must be entered in PaymentNet.

They can also change the Statement Format – either **Standard** or **StandardWithAddendum** Detail.

Click Save.



Account Number	Default Status	Open Date	Statement delivery	Statement Format	Statement
*****4418	Active	03/02/2009	Electronic With Reminder	Standard	