

# WELLSONE EXPENSE MANAGER STATEMENTS





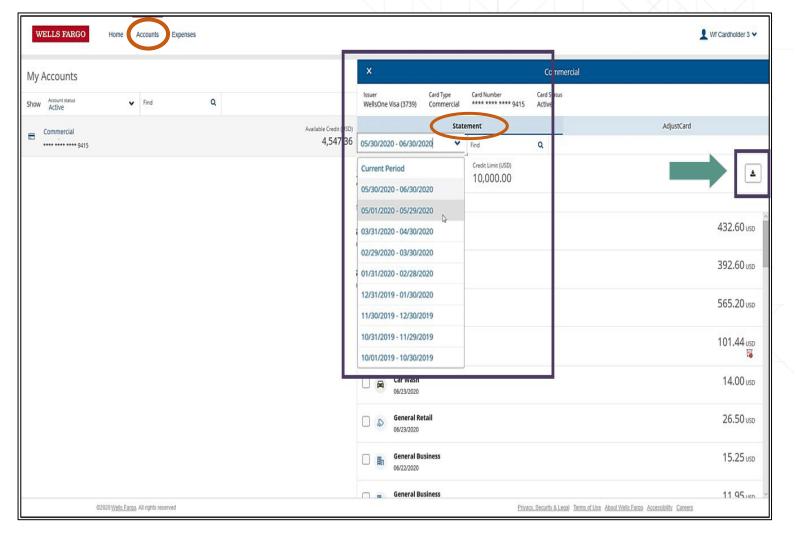
#### How to View Statements

### WellsOne Training Statements

- 1. In the top menu bar, click Accounts.
- 2. Click on the card you want to review.
- 3. Click Statements.
- 4. Click the download icon to save a pdf of the statement.

WellsOne statements close on the 26<sup>th</sup> of each month.

If you are looking for a charge that posted on the 27<sup>th</sup> or later, you may need to review the next month's statement.

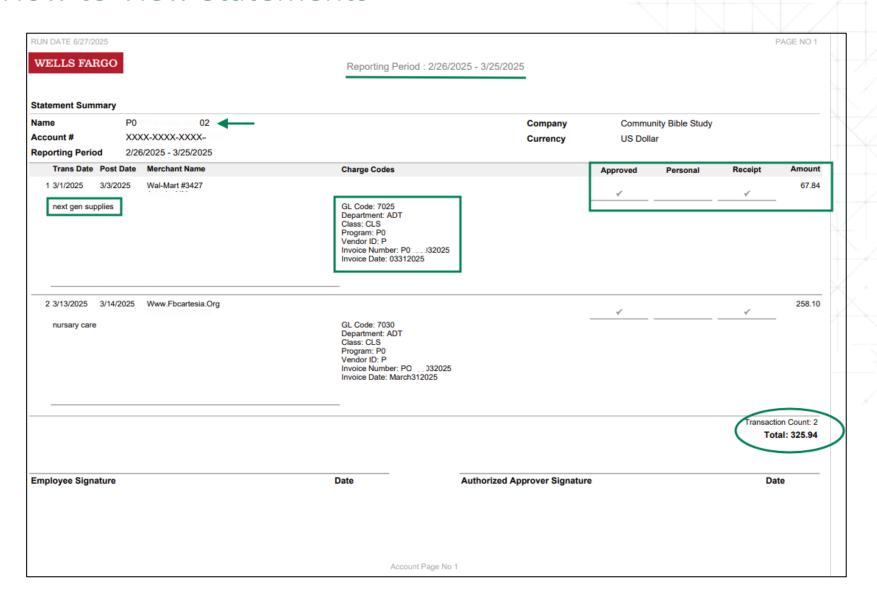




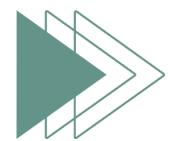


### WellsOne Training Statements

#### How to View Statements







#### WellsOne Training Statements

## THIS COMPLETES THE VIDEO TRAINING ON STATEMENTS

