How to Print the Bank of America Statement from Payment Center

1. Click on internet explorer.
2. Enter the following website: https://www.centresuite.com.
3. Enter your user id and password and click "Log On" or "Enter".
4. Three of the "Security Information Questions" you answered during set-up may display. If so, answer the questions and click "Continue".
5. The Payment Center home page will display.
6. Put your cursor on "Statements" and click on "Account Activity".
7. Type your name, as it appears on your P-Card, in the space beside "Name on Account".
8. Click "Search". Information about your P-Card will display.
9. Click "Details" located at the end of the information that displayed. You may have to scroll over.
10. Click "Statements" located under "Account Details". All of your statements will display.
11. Click the icon of the date of the statement you want to print.
12. A message will display asking "Do you want to open or save statement?" Click "Open".
13. Your Bank of America statement will display.
14. Click on the print icon located in the top bar (looks like a printer with paper going through it).
15. Click "Print". **Note: If your statement is more than one page please put all pages in your statement reconciliation packet.**
16. To exit click the "X" in the top right corner. This will take you back to your Bank of America statements.
17. Click the "Log Out" icon located in front of your name in the upper right hand corner.
18. This will take you back to the Payment Center log-on screen.
19. To exit, click the "X" in the upper right corner.