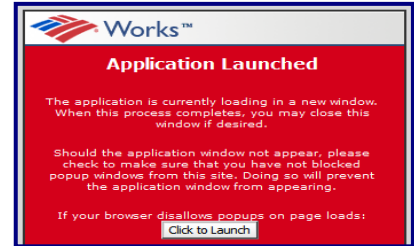


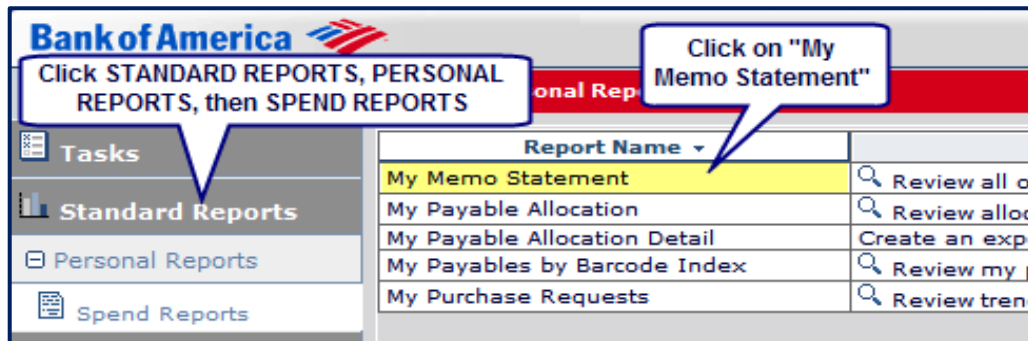
1. Access Works, using the following web address:  
<https://payment2.works.com/wpm/bookmark>
2. If a launch window appears, choose "Click to Launch" to proceed to the login screen.
3. When prompted, enter your Works username and password. This will be SLU followed by your W # and your Works password.



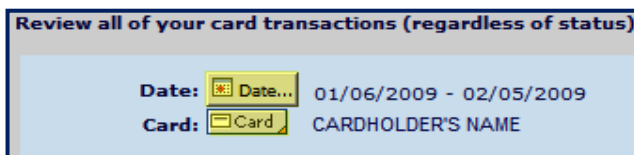
User:

Password:

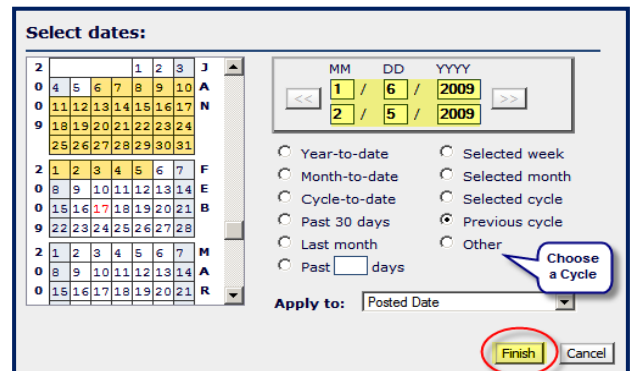
4. From the menu on the left side of your screen, click on **Standard Reports**, then **Personal Reports**, then **Spend Reports**. Select *My Memo Statement*.



5. A blue box will open below with the date range and cardholder name. Click on the **Date** button and select the correct cycle.



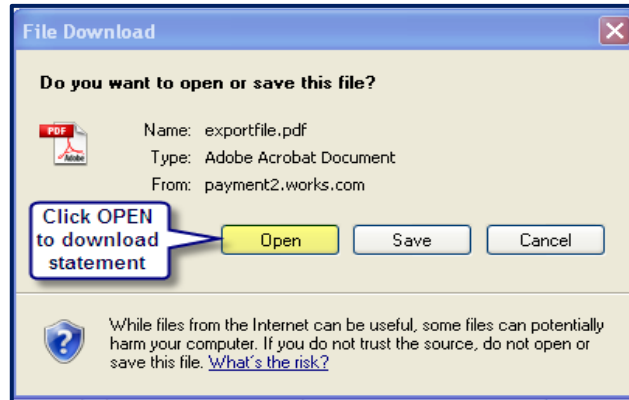
- For current transaction activity, select "Cycle-to-date".
- To get the statement for the last billing period, select "Previous cycle".
- Click **Finish**.



## REVIEWING & PRINTING YOUR P-CARD STATEMENT

- Next click the **Card** button. When the screen opens, it should automatically list your card. Click the **Finish** button. When the blue screen reopens, click the **PDF** button in the lower right hand corner.

- A **File Download** box will appear with three choices: **Open**, **Save**, **Cancel**. Select the **Open** option to see your statement.



- Your selected statement will open in Acrobat Reader. Print your statement.

card holder	card number	group	reference #	posted date	transaction date	transaction description	document ID	document amount	amount	source amount
DOUGH, JANE	0001	GENERAL STUDIES	24492799037118000103035	02/09/09	02/05/09	CORP EXPR 800-582-4774	TXN00019933	\$257.04	\$257.04	\$257.04
DOUGH, JANE	0001	GENERAL STUDIES	24492799041118000182280	02/11/09	02/08/09	CORP EXPR 800-582-4774	TXN00020021	\$849.01	\$849.01	\$849.01
DOUGH, JANE	0001	GENERAL STUDIES	24492799043118000101488	02/13/09	02/12/09	CORP EXP POS WESTMOOR	TXN00020167	\$9.45	\$9.45	\$9.45

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