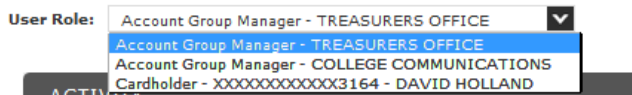


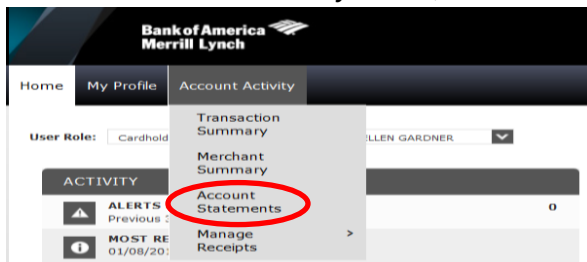
GRAM Credit Card System

Print Monthly Statement from GRAM

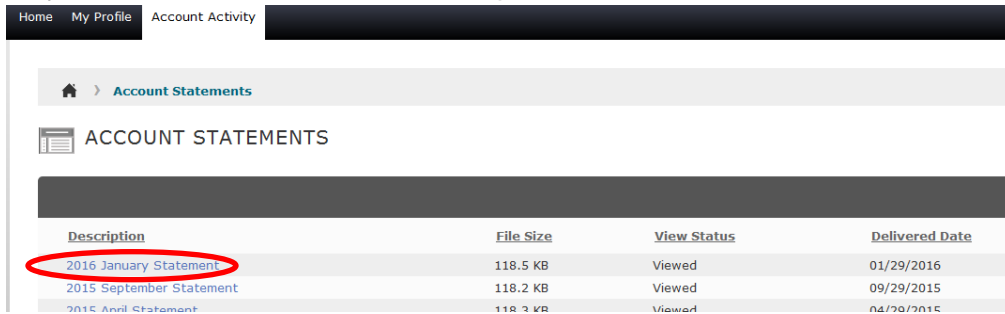
- Login to GRAM. If you have not logged in for more than 60 days GRAM inactivates your account. If you cannot login, send an email to bmc_creditcard@brynmawr.edu or call the credit card administrator at 610-526-5258. The only information needed in your email is to request your GRAM account be reactivated and your password be reset. Please do not include in your email your User ID, passwords, or security responses.
- **User Role:**
 - To print your monthly statement a cardholder must be on the correct *Cardholder* role. You may have more than one *User Role* (i.e. if you are an allocator and a cardholder you would have two roles). Cardholders can also have more than one *Cardholder* role depending on how many cards they have been issued. If you have more than one *User Role* you will see *User Role* on the *Home* page. Your *Home* page is based on the role chosen.
 - To change *User Role*, click on drop down and choose a role. Your *Home* page will reload.



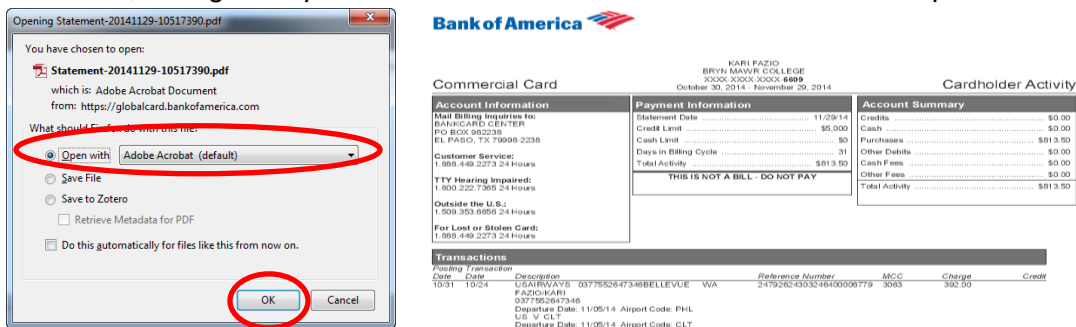
- Under the *Account Activity* menu, click *Account Statements*.



- All your statements will be listed. To open/save a statement click on statement *Description* in blue.



- If needed, change to *Open with* and click *OK*. Account Statement will open as a PDF, save or print file.



- To logout of GRAM, click the *Logout* command in the upper right corner of the page.