GRAM Credit Card System
# Print Monthly Statement from GRAM
Screen Shots are EXAMPLES ONLY so your screen may not look the same as the screen shot.

- Login to GRAM. If you have not logged in for more than 90 days, GRAM inactivates your account. If you cannot login, send an email to bmc_creditcard@brynmawr.edu. 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. Cardholders can have more than one *Cardholder* role depending on how many cards they have been issued.
  - To change *User Role*, click on drop down and choose a role. Your *Home* page will reload based on the role choosen.
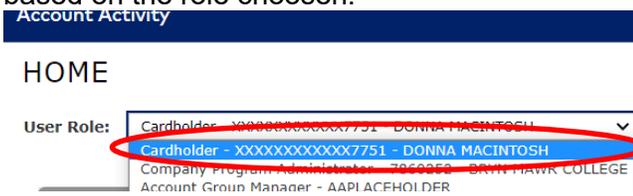
- Under the *Account Activity* menu, click *Account Statements*.

- All your statements will be listed. To open/save a statement click on statement *Description*.
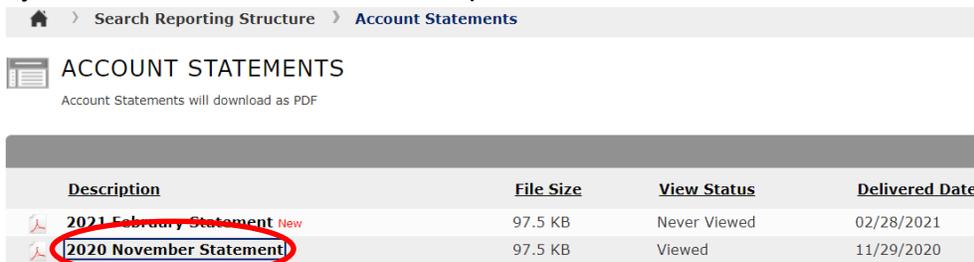
- For most users the PDF will appear at the bottom of your screen. Click to open file then save or print.

- To logout of GRAM, click ⊙ located in the top right corner of the screen and choose *Logout*.