

Enterprise Spend Platform®

Viewing and Printing Statements - Quick Access

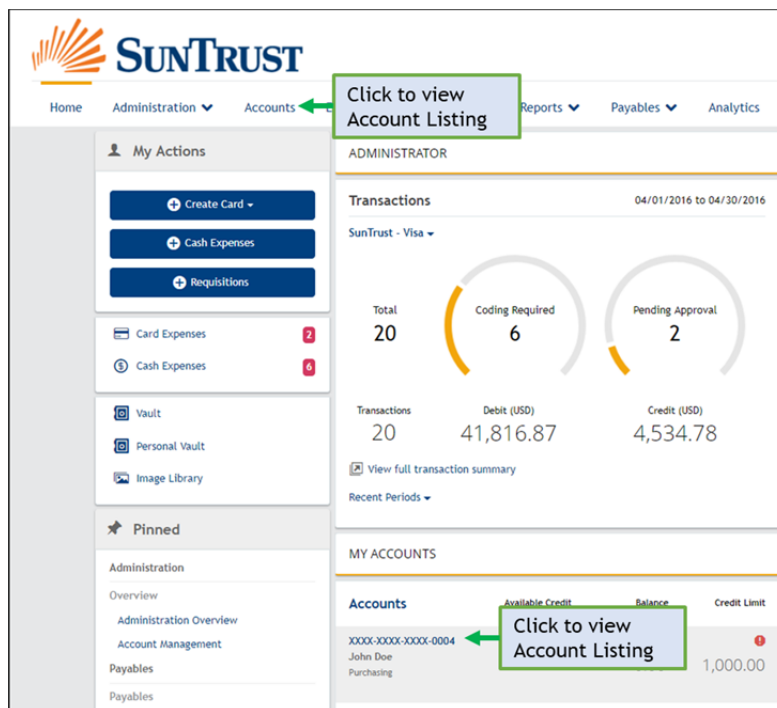
Signing On

To Sign On To Enterprise Spend Platform

1. Enter the following web address in your web browser:
https://enterprisespendplatform.suntrust.com
2. Enter your Email Address, Username and Password.
3. Click Sign On
4. Click Accounts

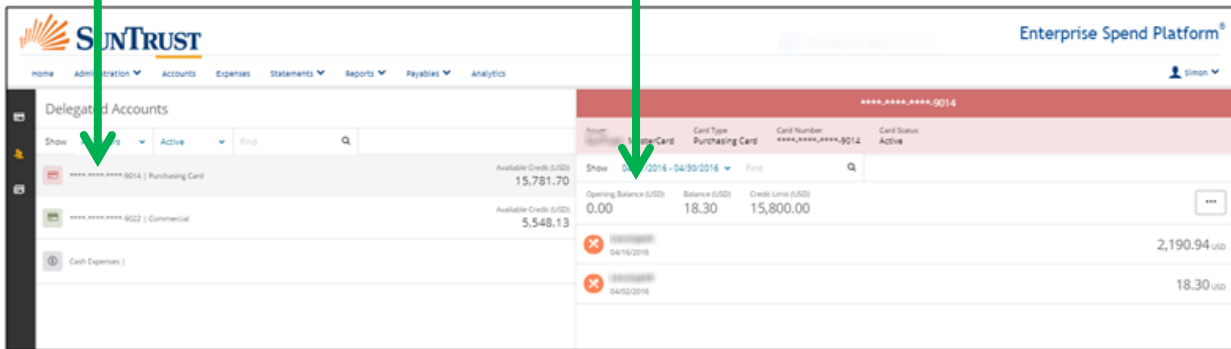
The Accounts Screen

Step 1: Click Accounts or click card account number hyperlink located in the My Accounts Panel under Accounts. The screen print below shows an example of either access option.




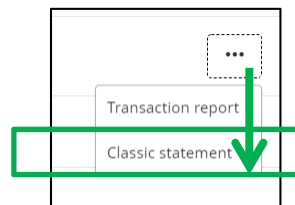
Step 2: Click on the account in the left pane.

Step 3: Select a Closed statement period



Step 4:

Click on **Options** icon  then **Classic Statement**.



End of Procedure, view your company statements.

Logging Off

To **Log Off**: Click User icon located at the top of the screen. Click **Log Off** to exit application.

Maintaining Your Password

To Change Your Password

1. Click **User** at top of screen.
2. Click **Password** from the drop-down menu.
3. Enter your **Current Password**, **New Password** and **Confirm Password**.
4. Click **Save**.

Getting Help

Click User at the top of the screen. Click Help, and then Select **Administration** for Program Administrators.

