



Set Up a Master Account as Main Billing Account (multiple cards under one account)

(It is recommended you call the KS Bank Operations Center at 919-938-2620, option 4 -loans to obtain your Master Account Number. This is to ensure that in the event the person who manages your online access is no longer available, you won't have to complete the setup process again. However, you may use an individual's card number as the master account number if necessary. The following steps will apply regardless of which number you use unless otherwise listed.)

- Go to the website: <https://www.mycardstatement.com/>
- Click enroll now.
- Put in your master account number in the field and click begin enrollment. The master account number can be received by contacting the KS Bank Branch you applied for your card.
- Under name on card enter the business name as it is listed on the card (if using an individual's card enter the individual's name listed on the card).
- Card Expiration Date will be 12/2049 (if using an individual's card enter the expiration date listed on the card).
- Billing Zip Code will be the zip code the card was received at.
- Social Security Number or Tax ID Last 4 will be the last 4 of the Businesses Tax ID Number (if using an individual's card enter the last 4 digits of their social security number).
- Mother's Maiden Name and Date of Birth should be left blank. (if using an individual's card enter the individuals birth date. The Mother's maiden name field can still be left blank).
- Click Next.

Contact Us: 866-604-0380

Kenly (919) 284-1017	Selma (919) 965-6351	Wilson (252) 291-7283	Clayton (919) 550-0200	Goldsboro (919) 736-1000
Smithfield (919) 938-3119	Garner (919) 773-2640	Wendell (919) 365-0771	Four Oaks (919) 963-2112	Dunn (910) 304-1665



The MyCardSTATEMENT website Account Setup

*MyCard*STATEMENT

Details Username Security

Step 2. Choose Your Username and Password

Username

This field is required

Password

Password

Re-enter Password

Email Alerts

Re-enter Email

Nickname

Please use the following guidelines when choosing a password.

Your password must:

- Password Must be Different Than Username
- not contain spaces
- be between 8 and 20 characters
- not match previous 10 passwords
- contain 1 numbers
- contain 1 special characters
- contain 1 upper case characters
- contain 1 lower case characters

Contact Us: 1-866-572-1637 [Frequently Asked Questions](#)

- Under this section you will need to create your Username, Password, Recovery Email Address, and the Nickname for your account.
- Click enroll now. You will receive an email at the provided address stating you have enrolled.

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MyCardSTATEMENT

Details Username Security

Step 3. Complete Security Questions

Your security is important to us

Question 1

Question 2

Question 3

Question 4

- You will now need to set up your security questions for your account. These are used in the event you need to reset your password to verify your identity.
- After selecting your questions and providing answers you may click finish to complete the process.

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The *MyCard*STATEMENT website **Account Setup**

Account Services

The screenshot displays the 'Account Services' menu with the following sections and links:

- Messages**
 - [View All](#)
- My Profile**
 - [Change Password](#)
 - [Contact Information](#)
 - [Disable Online Access](#)
- Account Management**
 - [Associated Card Accounts](#)
 - [Dispute History](#)
 - [Statement Preferences](#)
 - [Opt out of Rewards Program SCOREMORE DEALS](#)
 - [SCOREMORE DEALS](#)
- Help**
 - [Frequently Asked Questions](#)
- Account Disclosures**
 - [Agreements](#)
- Alerts**
 - [Create New Alert](#)
 - [Current Alerts](#)
- Payment Accounts**
 - [Manage Payment Accounts](#)

- Under Account Services, My Profile, Contact Information, you will need to add your mobile phone number. The system sends a one-time passcode to your mobile number each time you log in.
- Your *MyCard*STATEMENT master account has been setup. Continue to add all of your cards to your account so that you may see the transactions, make payments, and view the monthly statements for each card you have on your account.

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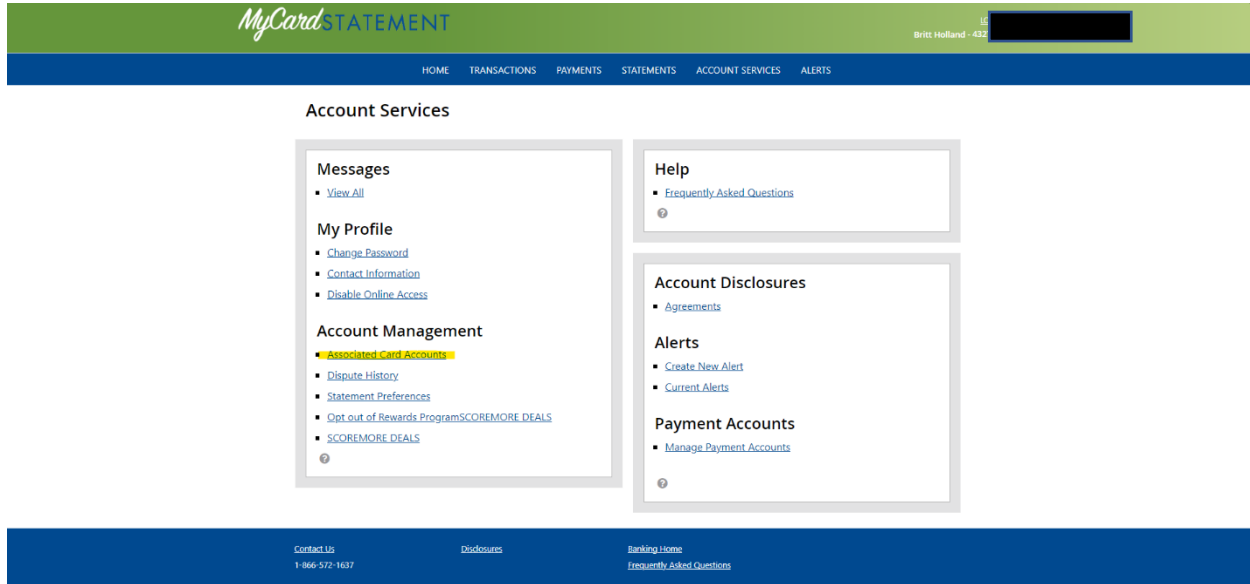
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- Once logged in to your *MyCard*STATEMENT account, click on the “Account Services” tab.
- Under “Account Management”, select “Associated Card Accounts”.
- Under add new account, click “I don’t have a user name and password for the account I would like to link.”
- For every associated card account, you will need the card number, expiration date, social security number, zip code, mother’s maiden name, and date of birth.
- Create an account nickname for each associated card and then click next
- Verify the account and nickname. Then confirm.
- You will need to follow these steps for each card you want to add to your account.
- Once completed, you may see the transactions, make payments, and view the monthly statements for each card you have on your account.
- If you have any issues or need any further assistance, please call our credit card support team at 919-938-2620, option 4 -loans.

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