



ClearSpend Statements

Ethan Penn

10/06/2020

Information Classification – Internal

Desktop Paperless Journey

Go Paperless





ClearSpend Department Head Authorised Signatories will now be displayed a notice to go paperless as part of the ClearSpend registration process (and as a one off as part of the ClearSpend e-Statement update).

All the customer then needs to do is read the notice and submit their consent for their **Commercial Card Account** to go paperless.

Information Classification - Internal

Desktop Paperless Journey



Manage Paperless Settings



If a Department Head Authorised Signatories didn't provide their consent to go paperless as part of ClearSpend registration (or as a one off as part of the ClearSpend e-Statement update) they can navigate to Company Setting to turn paperless statements and documents.

All the customer then needs to do is read the notice and submit their consent for their **Commercial Card Account** to go paperless.

Information Classification - Internal

Desktop View/Download Statement Journey

View/Download Statement

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Notifications	Total users	Active users	Credit limit	£ 2,000	Notifications	Statements and Documents		
My card	3	1	Current balance	£ 0.00	My card	You can get copies of your statements as PDFs and you can see c back of our paper statements – like fees and	Il the important information we usuall charges. Important Information	
Departments and users			Available credit	£ 2,000.00	Departments and users	Statements	Documents	
Management Audit logs	🖥 Download latest statement 🔯 View all statements and documents			View all statements and documents	Audit logs	26 May 2020		
Company settings	Spending breakdown				Company settings	21 May 2020		
Settings	Nw corp two cardholders				© Settings	21 Apr 2020		
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Log out			E 0.00 OF E 1,000		Log out	21 Nov 2019		
	Nw Ch Two Out Of Two		£ 0.00 of £ 1.000			21 Oct 2019		
						21 Jun 2019		

NatWest

Group

Customers select View all statements & documents from the ClearSpend homepage to see a list of their last 12 months worth of statements. Customers can then select the particular months statement they wish to view.

Desktop View/Download Statement Journey



View/Download Statement Cont..

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NatWest			20200526.pdf			¢ ± 🖶
Home Notifications	Statements and Documents			СОРУ		
Departments and users	You can get copies of your statements as PDFs and you can see all the important information we usually print on the back of our paper statements – like fees and charges. Important Information Statements Decuments			NN CORP TWO CARDHOLDERS COMPANY CONTACTNAME 1272 Company Street Weekelft for Sea SSOCEJ	Cartin Customer Strevises PO BOX 5747 SOUTHEND-ON-SEA SS1 9AJ Telephone: 0279 909 9750 Peosimile: 0045 87 9755 Monday - Proley 0.800 - 18.00 Saturday: 09.00 - 13.00	
Audit logs Company settings	26 May 2020	>			Business Card Card Number 5473 6790 0092 2854 Company NW CORP TWO CARDHOLDERS Credt Limit £2,000 Summary 26 May 2020 Balance broadel forward from	
Settings	 21 Apr 2020 20 Mar 2020 			If you make the minimum payment of E1328 and treaches your account on the due data of 3 June 2020, your setimated interest payment next month is £0.00. Please refer overleaf for further details.	previous statement £40.04- Payments to your account £0.00 Spending on your account £305.32 Payment Data £265.28 Payment Due £13.26	
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20200526.pdf	2 1 Oct 2019	Show All X			Page 1 of 2	•

Customers can also save the PDF document locally should they wish to.

Note: ClearSpend Cardholder users will only be able to view statements generated after their ClearSpend registration and log in for up to 12 months.

Mobile Paperless Journey

Go Paperless



- When something has been delivered to ClearSpend, we'll send you an email to let you know.
- When we make changes to your agreements with us we will email you, to the email address you gave us, to let you know what the changes are. The emails may also contain pdf attachments.
- At the moment, we only provide certain documents electronically but we're working on providing more. By going paperless you're telling us that you're happy to receive any future documentation about your account(s) electronically. When documents become available electronically, we will contact you to let you know.
 There may be times when we need to send you



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Mobile Paperless Journey

Manage Paperless Settings







All the customer then needs to do is read the notice and submit their consent for their **Commercial Card Account** to go paperless.

Mobile View/Download Statement Journey

View/Download Statement

11:08

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Credit limit

£ 21.000

Available credit

£ 20,773.89

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View latest

account statemer



NatWest

Customers select View all statements & documents from the ClearSpend homepage to see a list of their last 12 months worth of statements. Customers can then select the particular months statement they wish to view. Customers can also save the PDF document locally should they wish to.

Note: ClearSpend Cardholder users will only be able to view statements generated after their ClearSpend registration and log in for up to 12 months.