

## RBC NEXTLOGIC® - VIEWING Statements

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Statements can be viewed for both the Cardholder and the Corporate Customer account in RBC NextLogic, not within RBC Express:

- From the Visa IntelliLink Spend Management home page, select the "**Reports**" link at the top of the page
- Select **Company Administration > Statement Manager**  
*Tip: Hover over and click on the PIN icon to create a shortcut on the home page*
- Search for a specific statement from the dropdown lists
  - In the pop-up search window, select the desired statement period in the drop-down list > click Search
  - On the results page, click the red square pdf icons to download the official statement

*Note: You can access up to 25 months of eStatements and 2 years of transactional data. If you need additional historical information, please contact RBC Commercial Cards Client Support at [rbccommercialcards@rbc.com](mailto:rbccommercialcards@rbc.com) or 1-877-334-9938.*

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