

## Card Holder Portal (CHP) Statement Copy Request

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**Card Holder Portal (CHP)** – (*individual cardholder*) – allows card holders to request holders to change the PIN on their individual card to view last 18 months of statement history on their individual card

### Cardholder Portal (CHP) – Statement Copy Request

*(Individual Cardholder)*

#### **New User Registration Steps:**

1. Open an Internet browser and navigate to <https://commercialcard.53.com>
2. Click on the First Time User? link
3. Enter full 16-digit corporate card number, expiration date, security code, and company ID
4. Create a User ID, a temporary password will be sent to the email address entered

**NOTE:** If you are unable to register your company may need to be setup with the CHP service, please advise your administrator to contact the CSC 866-475-0729 to have an eform submitted to add the CHP service.

#### **Viewing Statements Steps:**

1. Open an Internet browser and navigate to <https://commercialcard.53.com>
2. Enter User ID and password, click Log in
3. Click on the **Statements** tab (the statement page will default to show the last 6-months, however a date range can be entered to show up to 18-months of statements)
4. Click the **View Statement** link
5. View/print statements