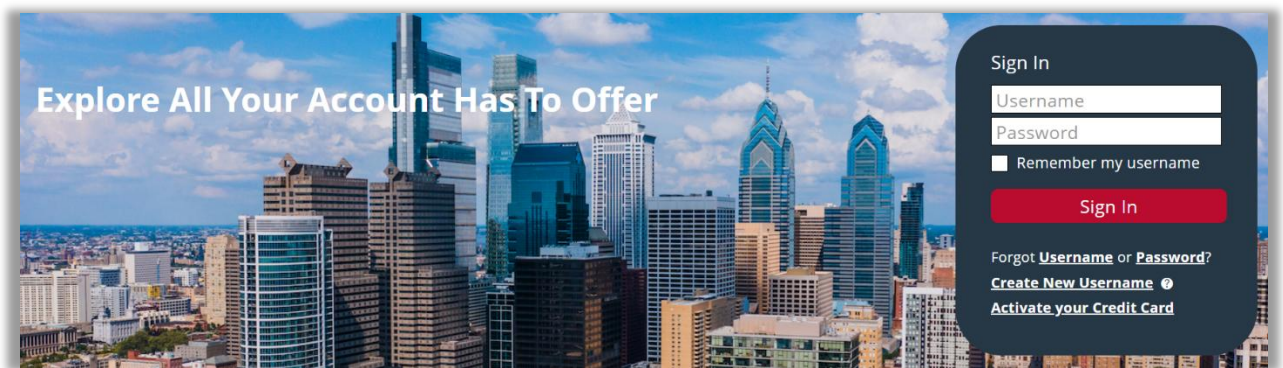
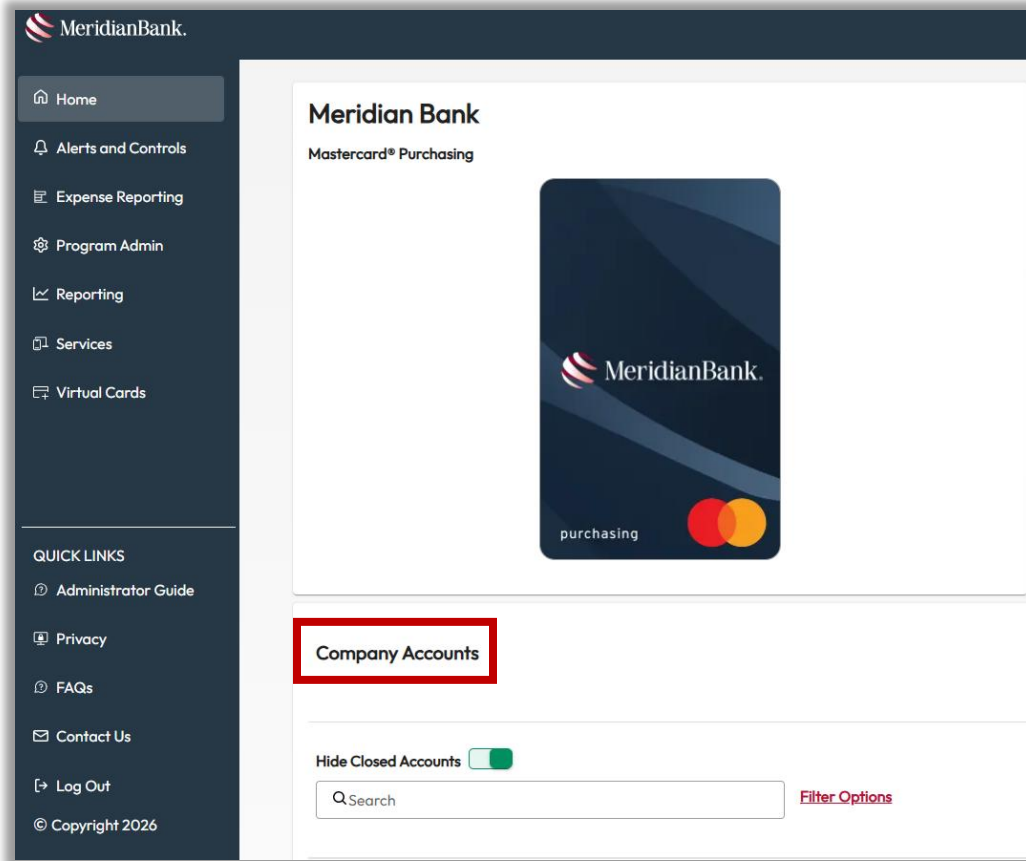


How to Access Statements

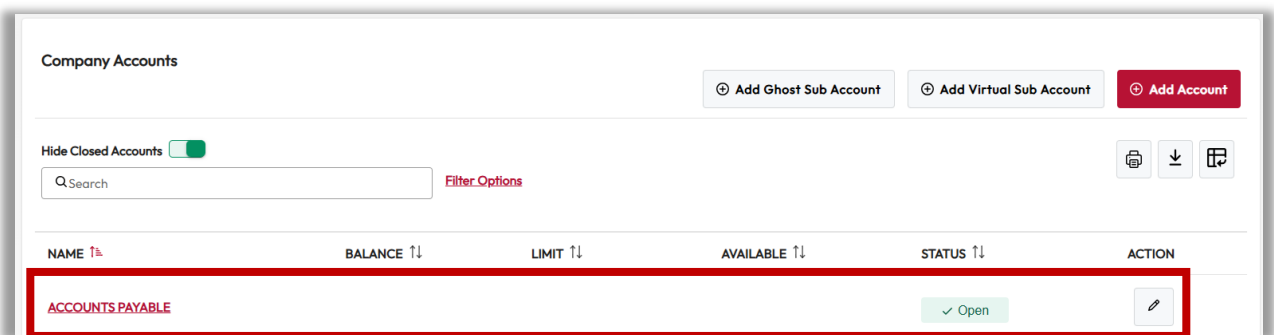
1. Login to your Meridian Credit Card account, by either navigating to our website or going directly to <https://meridianbanker.myapexcard.com/>



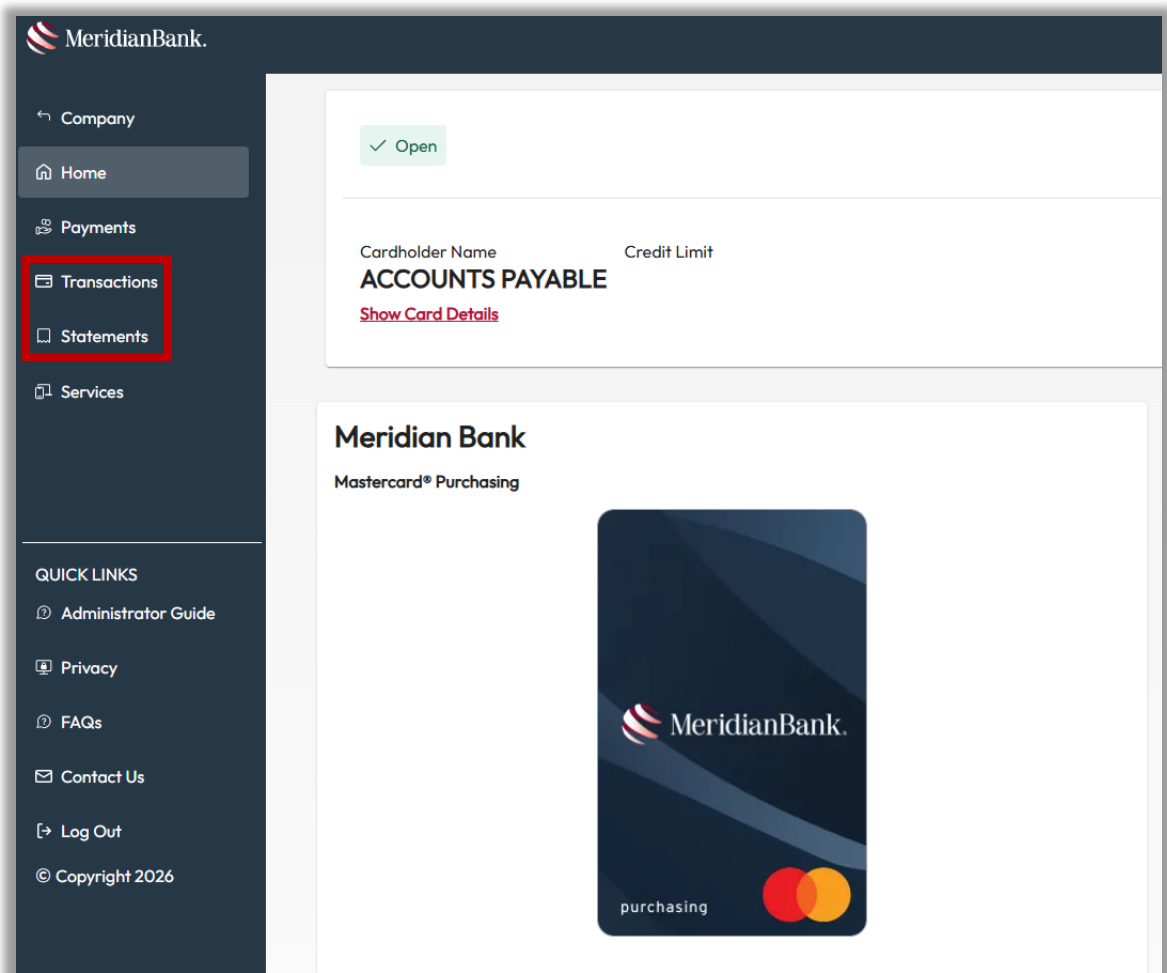
2. If you have not logged in before, you will either need to create a new username or contact your Meridian Bank contact to resend the registration link
3. Once logged in, you will navigate to the “Company Accounts” tab from the main page



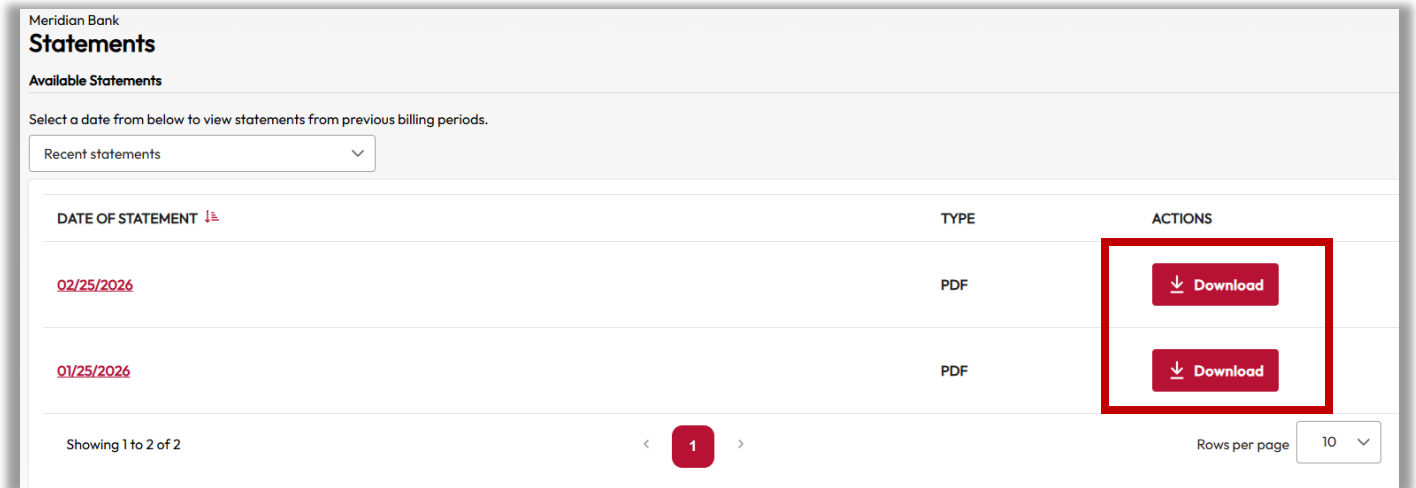
4. At the Company Accounts page, you will see each of the cards as a separate cardholder account under the main profile



5. From here, you will select the account that is labeled as “Accounts Payable”, also listed as the “Control” account type
6. When you get to the Accounts Payable profile, you will then select either the “Statements” tab to download the PDF statement or select the “Transactions” tab to download a CSV file of the transactions





7. To download the PDF statement, click on the “Statement” tab, and then select the statement that you wish to download



Meridian Bank
Statements
Available Statements

Select a date from below to view statements from previous billing periods.

Recent statements

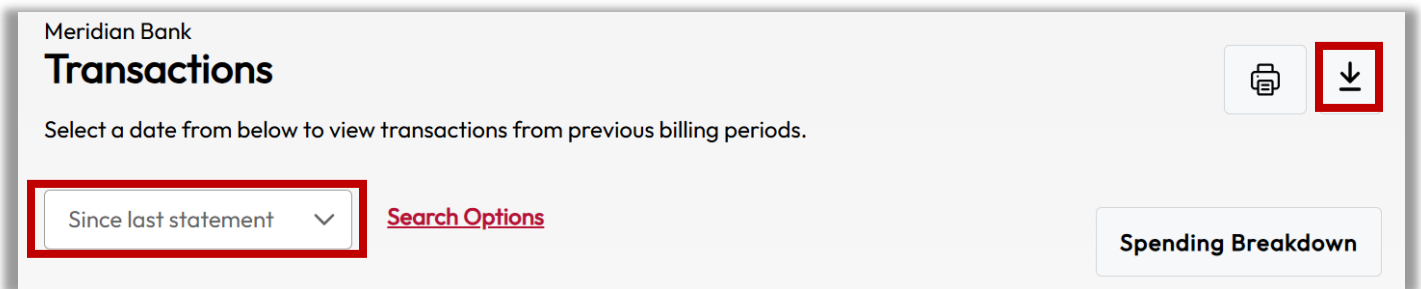
DATE OF STATEMENT	TYPE	ACTIONS
02/25/2026	PDF	 Download
01/25/2026	PDF	 Download

Showing 1 to 2 of 2

1

Rows per page 10

8. To download the transactions as a CSV file, click on the “Transactions” tab, and select the billing period that you are looking to download





Meridian Bank
Transactions

Select a date from below to view transactions from previous billing periods.

Since last statement

[Search Options](#)

Spending Breakdown

9. Select the “Download” image

10. Then select the “Download Format” and “Download” to complete the export of these transactions

Select download format

- Spreadsheet (.csv)
- Text - tab delimited (.txt)
- Text - pipe delimited (.txt)
- Quickbooks (.qbo)
- Quicken (.qfx)