Quick Reference Guide (Accountholder Access)

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ADMIN

TO VIEW PERSONAL PROFILE INFORMATION:

1. Click **Admin** from the Main Menu to view your Profile Information.
2. Enter your telephone number and email address.
3. Select your desired email notification status if you wish to be notified whenever a report you request has completed.
4. Indicate your time zone for the time stamp on reports and then click **Save Changes**.

TO CHANGE YOUR PASSWORD:

1. Click **Change Password** from your **Admin** menu on the left of the screen.
2. Enter your current password, then enter and verify your new password. Complete the **Password Reset** section which will allow you to receive a temporary password, if you should forget yours. Click **Save Changes**.

TO VIEW SUMMARY ACCOUNT ACTIVITY:

1. Click on **Transaction** from the Home Page to go to the Transaction Search Screen.
2. Select the type of account activities you would like to review: **Transactions** and/or **Adjustments**.

   Transactions refer to any purchases, and to returns credited by a merchant. Adjustments refer to any activity on the account performed by the Bank of Montreal, such as payments or disputes. Transactions & Adjustments may be viewed from the same list.

3. Select the **Summary** option under **Display View**.
4. Specify further search criteria (Date Range, Amount, Supplier and/or Addendum Type) as needed, then click the **Locate Transaction(s)** option under the **Transaction** menu to the left of the screen.
5. Review transactions from the resulting list. To review a specific transaction in more detail, click on the **Tran ID** for that Transaction, or click the **Select** button beside the transaction and select the **Transaction Detail** option from the **Transaction** menu to the left of the screen.

HOME PAGE

TO VIEW A STATEMENT:

1. Click on **Statements** from the **Othe**r menu on the Home Page. This will display a list of your most recent statements.
2. Click on the **State ID** or select the statement and then click **View Statement** from the **Statements** menu to view the desired Statement.
3. Click on any of the **Tran IDs** to retrieve the full Transaction Details regarding the selected transaction.
4. Click on any Addendum type listed to view the enhanced data provided for the selected transaction. If the Supplier did not provide any enhanced or addendum information for the Transaction, this field will appear blank.
5. Click **Printer Friendly** from the General Action Menu to print a copy of the Statement for your own records.
6. Click on **Review Statement** if you wish to confirm that you have reviewed the selected Statement.

TO DOWNLOAD A STATEMENT:

1. In the **Download** box, click the down-arrow button and select a file format. For example, Quick books, MYOB, etc.

   Select CSV if you want to download and manipulate the statement data in a third-party application, e.g. Microsoft Excel.

2. Click **Go**.

   A **File Download** box will appear.

3. Click **Open** or **Save** to finalize the download.

TRANSACTION APPROVALS

TO VIEW, MODIFY & APPROVE ACCOUNT ACTIVITY:

1. Click on **Transaction** from the Home Page to go to the Transaction Search Screen.
2. Select the type of account activities you would like to review: **Transactions** and/or **Adjustments**.
3. Select the **Approval** option under **Display View**. Select the appropriate **Transaction Status** indicator to find relevant transactions.
4. Specify further search criteria as needed, then click the **Locate** button.
5. Review the transactions corresponding to your search criteria. Add or edit information as necessary.
6. To Split a Transaction, select the desired transaction by ticking the box in the blue line beginning that transaction, then click the **Split Transaction** option from the **Transaction** menu to the left of the screen. From the resulting Split Transaction screen, click **Add Split** to add lines for your information. Enter the required information. You may now enter percentage or dollar amount for each split line. Click **Save Changes** when complete, then click the **Back** button on your browser to return to the transaction list.
7. To review or add information to Addendum information for a transaction, select a transaction with addendum information by ticking the box in the blue line beginning the transaction, then click the **Addendum** option under the **Transaction** menu to the left of the screen. Review or edit Addendum information as required. Click **Save Changes** if any information is changed, then click the **Back** button on your browser to return to the transaction list.
8. Approve transactions by selecting them individually and clicking **Approve Selected**, or approve all transactions on the page by clicking **Approve All**, then click **Save Changes** to refresh your screen.

For assistance, please call the Corporate Client Department at: 1-800-263-2263 (Toll-Free)

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