

Browser window showing the BMO details Online portal. The address bar displays <https://www.bmodetailsonline.com/>. The page header includes the BMO Financial Group logo and the text "details Online Powered by BMO ePurchasing Solution".

The navigation menu contains the following items: HOME, STATEMENTS, TRANSACTION, EXPENSE, REPORTS, HIERARCHY, ADMIN (circled in red), and SUPPLIER. There are also notification icons on the right side of the menu.

The main content area displays a personalized welcome message: "Welcome Amanda Arker" with a "Last Visit: 10/03/2006 10:42" timestamp. To the right, it shows "Last Data Load: 10/03/2006".

A "Quick Link" section features a dropdown menu with the text "---- Select Request/Feature ----" and a "Go" button.

The "Alert Information/News" section is divided into two categories:

- Corporate:** Good day and welcome to your DOL training session. Have a nice day.
- System:** For news and information relating to upcoming enhancements and system maintenance, please [click here](#).

The footer of the page includes the text "powered by BMO ePurchasing Solution" and a JavaScript snippet: `javascript:doSubmitAction('CorpAdminEntry');`. The browser's status bar at the bottom indicates "Internet" and shows a lock icon.

[HOME](#)
[STATEMENTS](#)
[TRANSACTION](#)
[EXPENSE](#)
[REPORTS](#)
[HIERARCHY](#)
[ADMIN](#)
[SUPPLIER](#)

ADMIN

(*denotes required field)

Corporation	ACME US TRADING COMPANY	Corporation #	1320023
Role	Administrator (Power)	Hierarchy Point	ACME US TRADING COMPANY
User Name	Amanda Arker	User ID	D00606AARKER
Approval Authority	0		
Phone # *	<input type="text" value="312-750-5937"/>	Email Address *	<input type="text" value="amanda.arker@bmo.com"/>
Fax #	<input type="text"/>	Email Notification *	<input type="text" value="Never"/>
Time Zone *	<input type="text" value="GMT-05:00 Eastern Standard Time - EST"/>	Language Preference *	<input type="text"/>
Start Date (mm/dd/yyyy)	03/02/2004	End Date (mm/dd/yyyy)	
Report Viewing Preference *	<input type="text" value="Dynamic HTML (DHTML)"/>		

** - To view reports using the report viewer the viewer software must be installed on your computer first. Currently the viewer is only supported in the Microsoft Windows® environment.

Browser window showing the URL: <https://www.bmodetailsonline.com/>

Page Header: **Financial Group** | **details Online** | Powered by BMO ePurchasing Solution

Navigation Menu: HOME | STATEMENTS | TRANSACTION | EXPENSE | REPORTS | HIERARCHY | ADMIN | SUPPLIER

Current Page: **ADMIN > USER REGISTRATION**

INSTRUCTIONS: To locate a User Profile quickly, specify the search criteria below and click the "Locate User(s)" link on the left hand navigation menu.

User Search

User Name	<input type="text"/>
User ID	<input type="text"/>
Role	<input type="text"/>
Hierarchy Point	<input type="text"/>

Left Hand Navigation Menu (circled):

- Locate User(s)
- Locate User
- Manage Roles

Footer: <https://www.bmodetailsonline.com/PurchaseDetail/DOL/action/NewUserProfile> | powered by BMO ePurchasing Solution | Internet

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HOME STATEMENTS TRANSACTION EXPENSE REPORTS HIERARCHY ADMIN SUPPLIER

ADMIN > USER REGISTRATION > CREATE USER > HIERARCHY SELECT

Then Click here

INSTRUCTIONS: To locate the hierarchy profile, specify the search criteria below and click the "Locate Profile" link on the left hand navigation menu.

Hierarchy
Locate Profile(s)

- Corporate**
Click Corporate for access to all cards, you would want this for additional program administrators, auditors, etc...
- Intermediate**
Click Intermediate for access to only a certain hierarchy
- Account**
Click Account for access to only a certain account, whether it be their own or someone else's

Distribution ID
Status

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Internet

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HOME STATEMENTS TRANSACTION EXPENSE REPORTS HIERARCHY ADMIN SUPPLIER

Search by

ADMIN > USER REGISTRATION > CREATE USER > HIERARCHY SELECT > SEARCH RESULTS

INSTRUCTIONS: The "Search Results" page displays the records that match your criteria. To select a record, click the corresponding ID. To refine the search further, use the "Search By" feature located in the upper left hand corner of the screen.

List of Profiles (1-1 shown of 1)

Select	Corporation #	Name	Name 2	Type	Status
<input type="radio"/>	1320023	ACME US TRADING COMPANY	ATTN JOHN WRAY	Standard	Active

Then Click here

Hierarchy Search

Select Profile

You will choose your corporate hierarchy. If it was intermediate you would see your hierarchies listed here. If it was account you would see a list of all the accounts.

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Internet

details Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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HOME STATEMENTS TRANSACTION EXPENSE REPORTS HIERARCHY ADMIN SUPPLIER

Message:

ADMIN > USER REGISTRATION > CREATE USER

INSTRUCTIONS: Changes to the Role or User ID may take up to 20 minutes to become effective on the Reporting Module. (*denotes required field)

General

Cancel Changes
Save Changes

USER INFORMATION

Role* Account (Power User) **Hierarchy Point** ACME US TRADING COMPANY
First Name* Rob **Last Name*** Doe
Email Address **Language Preference**
Phone # **Fax #**
User ID* D00606RDOE
Password* ***** **Verify Password*** *****
Approval Authority* 999999 **Report Viewing Preference*** Dynamic HTML (DHTML)
Start Date (mm/dd/yyyy) 10/03/2006 **End Date (mm/dd/yyyy)**

When you enter you user name just use first initial and last name. the system will automatically add the first part off the ID.

We suggest picking a password you will remember such as welcome1. Keep in mind they will need to change it to their own personal one when they sign in the first time.

Done Internet

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HOME STATEMENTS TRANSACTION EXPENSE REPORTS HIERARCHY ADMIN SUPPLIER

Search By:

Sort By:

Message:
The new user has been created.

ADMIN > USER REGISTRATION

If it was created successfully, you will be brought to this screen, and you will see this message.

List of Users (1-10 shown of 687)

Select	User Name	User ID	Role	Hierarchy Point	Authority	Corporation	Status
<input type="checkbox"/>	ANETA sandovski	D00606ASANDO	Account (Power User)	ADAMS, ANNA	0	ACME US TRADING COMPANY	Inactive
<input type="checkbox"/>	Admin Corp	D00606ADMINCORP	Administrator (Power)	ACME US TRADING COMPANY	0	ACME US TRADING COMPANY	Inactive
<input type="checkbox"/>	Alain Maksoud	D00606AMAKSOLD	Administrator (Power)	ACME US TRADING COMPANY	0	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Alex Tang	D00606ATANG	Administrator (Power)	ACME US TRADING COMPANY	999999	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Allan Iverson	D00606AIVERSON	Account (Adv) with Reporting	EASTERN DIVISION	9999999	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Amanda Arker	D00606AARKER	Administrator (Power)	ACME US TRADING COMPANY	0	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Amanda Chu	D00606ACHU	Account (Advanced)	SALES DEPT	0	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Amandine Delmas	D00606ADELMAS	Administrator (Power)	ACME US TRADING COMPANY	99999	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Amit Deodhar	D00606AMITD	Administrator (Power)	ACME US TRADING COMPANY	0	ACME US TRADING COMPANY	Inactive
<input type="checkbox"/>	Amy Yau	D00606AYAU	Auditor	WESTERN DIVISION	100	ACME US TRADING COMPANY	Active

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HOME STATEMENTS TRANSACTION EXPENSE REPORTS HIERARCHY ADMIN SUPPLIER

ADMIN > USER REGISTRATION

Sort By: User ID Ascending

List of Users (491-500 shown of 687)

Select	User Name	User ID	Role	Hierarchy Point	Authority	Corporation	Status
<input type="checkbox"/>	Roger Blake	D00606RBLAKE	Auditor	ACME US TRADING COMPANY	0	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Rob Cameron	D00606RCAMERON	Administrator (Power)	ACME US TRADING COMPANY	99999	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Rita Cardenas	D00606RCARDENAS	Administrator (Power)	ACME US TRADING COMPANY	0	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Regina Cheung	D00606RCHEUNG	Administrator (Power)	ACME US TRADING COMPANY	9999999	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Rosemary Delambert	D00606RDELAMBERT	Administrator (Power)	ACME US TRADING COMPANY	0	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Roberta Desantis	D00606RDESANTIS	Administrator (Power)	ACME US TRADING COMPANY	0	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Rob Doe	D00606RDOE	Account (Power User)	ACME US TRADING COMPANY	99999	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Reza Dolatshahi	D00606RDOLATS	Administrator (Power)	ACME US TRADING COMPANY	1000	ACME US TRADING COMPANY	Active
<input type="checkbox"/>	Rob Eirich	D00606REIRICH	Administrator (Standard)	ACME US TRADING COMPANY	9999999	ACME US TRADING COMPANY	Inactive
<input type="checkbox"/>	Rene Marchand	D00606RENEM	Administrator (Power)	ACME US TRADING COMPANY	9999999	ACME US TRADING COMPANY	Active

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This is their full username