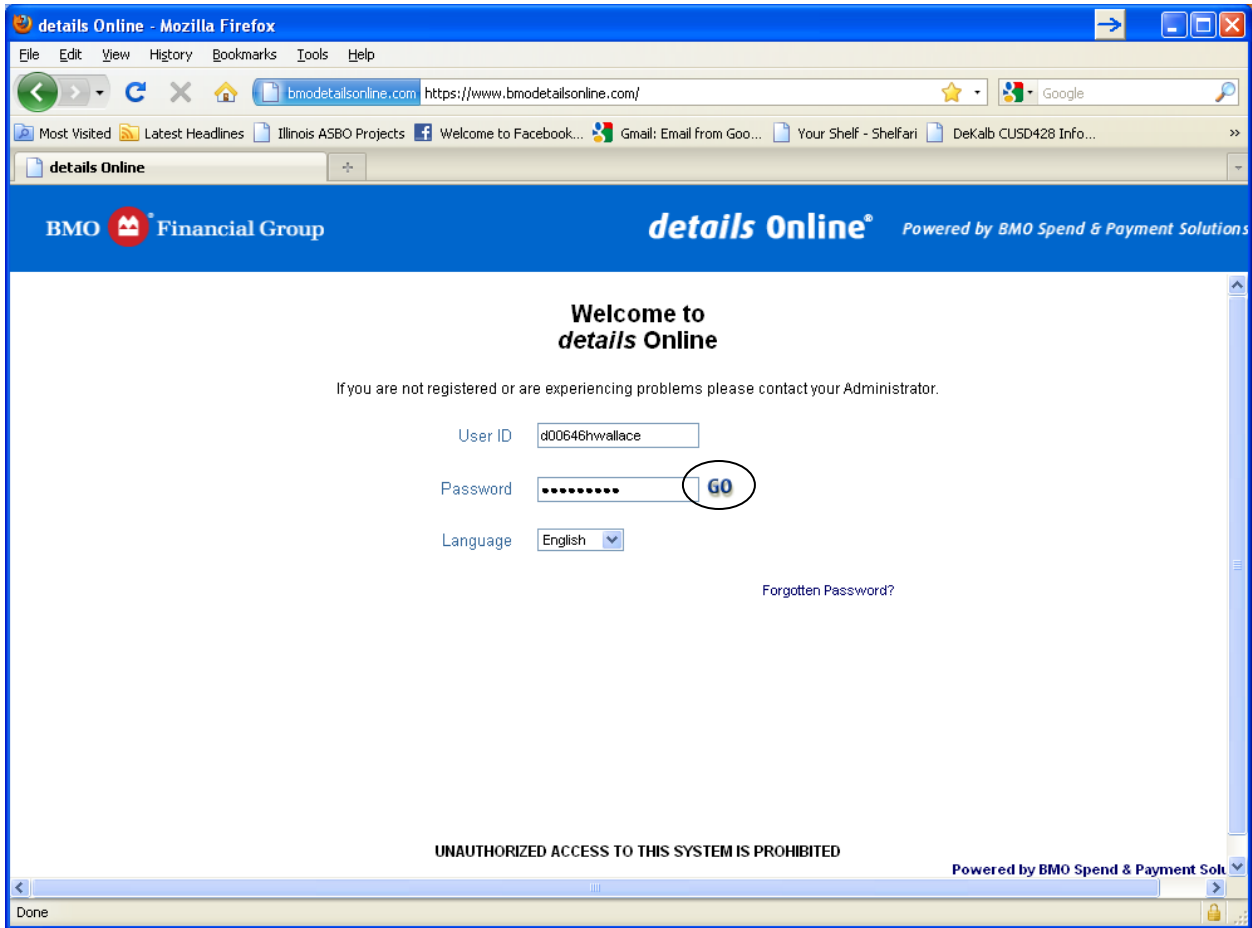


How to view/edit a user account



Always begin by logging into the Website at www.bmodetailsonline.com.

Your p-Card program administrator can give you your User ID and Password.

p-Card administrators who do not have a User ID and password will need to contact p-Card Client Services at 888.267.7834.

How to view/edit a user account

BMO Financial Group **details Online** Powered by BMO Spend & Payment Solutions

HOME STATEMENTS TRANSACTION REPORTS HIERARCHY ADMIN SUPPLIER

Welcome Holly Wallace

Last Visit: 09/21/2009 12:35 EDT
Last Data Load: 09/21/2009

Quick Link:

Alert Information/News

Corporate: Illinois ASBO News

System: As part of the Banks requirement to comply with Anti-Money Laundering legislation, effective September 21 you may be required to complete additional mandatory fields. For more information please contact Client Services.

Account List

Account #	Name	Status	Last Statement	Recent Transactions		Current Activity		
				# of Trans.	Total	Account Limit	Current Balance	Available Cred
4009	LEHMAN, ANGELA	●	Outstanding	5	2699.25	30000.00	6466.00	23534
1818	LENEAU, REBECCA	●	Outstanding	4	3073.94	50000.00	12599.25	37400

Click on the Account# of the person you are looking for.

How to view/edit a user account

The screenshot shows a Mozilla Firefox browser window displaying the BMO Financial Group 'details Online' web application. The browser's address bar shows the URL 'https://www.bmodetailsonline.com/'. The page header includes the BMO Financial Group logo and the text 'details Online® Powered by BMO Spend & Payment Solutions'. A navigation menu at the top contains links for HOME, STATEMENTS, TRANSACTION, REPORTS, HIERARCHY, ADMIN, and SUPPLIER. The current page is titled 'HIERARCHY > ACCOUNT PROFILE DETAILS'. Below this, there are instructions: 'INSTRUCTIONS: The Account Profile page provides details of a selected hierarchy point. Depending on your authority you may have the ability to update and request changes. Once satisfied with your changes, click the "Save Changes" link on the left hand navigation menu to continue. NOTE: Fields denoted by "*" are required fields'. The main content area is divided into several sections: 'ACCOUNT INFORMATION', 'CASH ADVANCE', and 'STATEMENT INFORMATION'. The 'ACCOUNT INFORMATION' section includes fields for Account # (5550), Account Limit (30000), Account Status (Open), Currency (U.S. DOLLAR), and Secondary Access (NO). The 'CASH ADVANCE' section has two options: 'Block Completely' (selected) and 'Allow Cash Advances' (unselected). Under 'Allow Cash Advances', there are sub-sections for 'Daily' and 'Cycle', each with input fields for 'Amount Per Advance' and 'Number of Advances'. The 'STATEMENT INFORMATION' section includes fields for Statement Date (09/05/2009), Account Balance (3766.75), Credit Available (26233), Payment Date (09/26/2009), and Min. Payment (3766.75). On the left side, there is a navigation menu with categories: 'Hierarchy' (Reports To, Change Reports To, Add Account, Add Intermediate), 'Account' (Account Limits), 'General Ledger' (Locate Distribution), and 'General' (Cancel Changes, Save Changes). The browser's status bar at the bottom shows 'Done'.

Here is the User information.

How to view/edit a user account

The screenshot shows a Mozilla Firefox browser window displaying the 'details Online' web application. The page header includes the BMO Financial Group logo and the text 'details Online® Powered by BMO Spend & Payment Solutions'. The main content area is titled 'ACCOUNT HOLDER DETAILS' and contains several sections of form fields:

- ACCOUNT HOLDER DETAILS:**
 - ID:** [Empty text box]
 - Name:** LEHMAN, ANGELA
 - Address 1:** 108 CAROL AVE
 - Address 2:** [Empty text box]
 - City:** DEKALB
 - Country:** UNITED STATES (dropdown menu)
 - Zip/Postal Code:** 60115
 - Reports to:** ILL ASSOC OF SCHL BUS OFF
 - State/Province:** IL
- CONTACT INFORMATION:**
 - Telephone #:** 4162320789
 - Email Address:** [Empty text box]
 - Fax #:** [Empty text box]
- DEFAULT GENERAL LEDGER INFORMATION:**
 - GL Distribution ID:** [Empty text box]
 - Default Code:** [Empty text box]
- MISC INFORMATION:**
 - Misc 1:** [Empty text box, Max Field size: 150]
 - Misc 2:** [Empty text box, Max Field size: 150]
 - Misc 3:** [Empty text box, Max Field size: 150]
- DELINQUENCY HISTORY:**

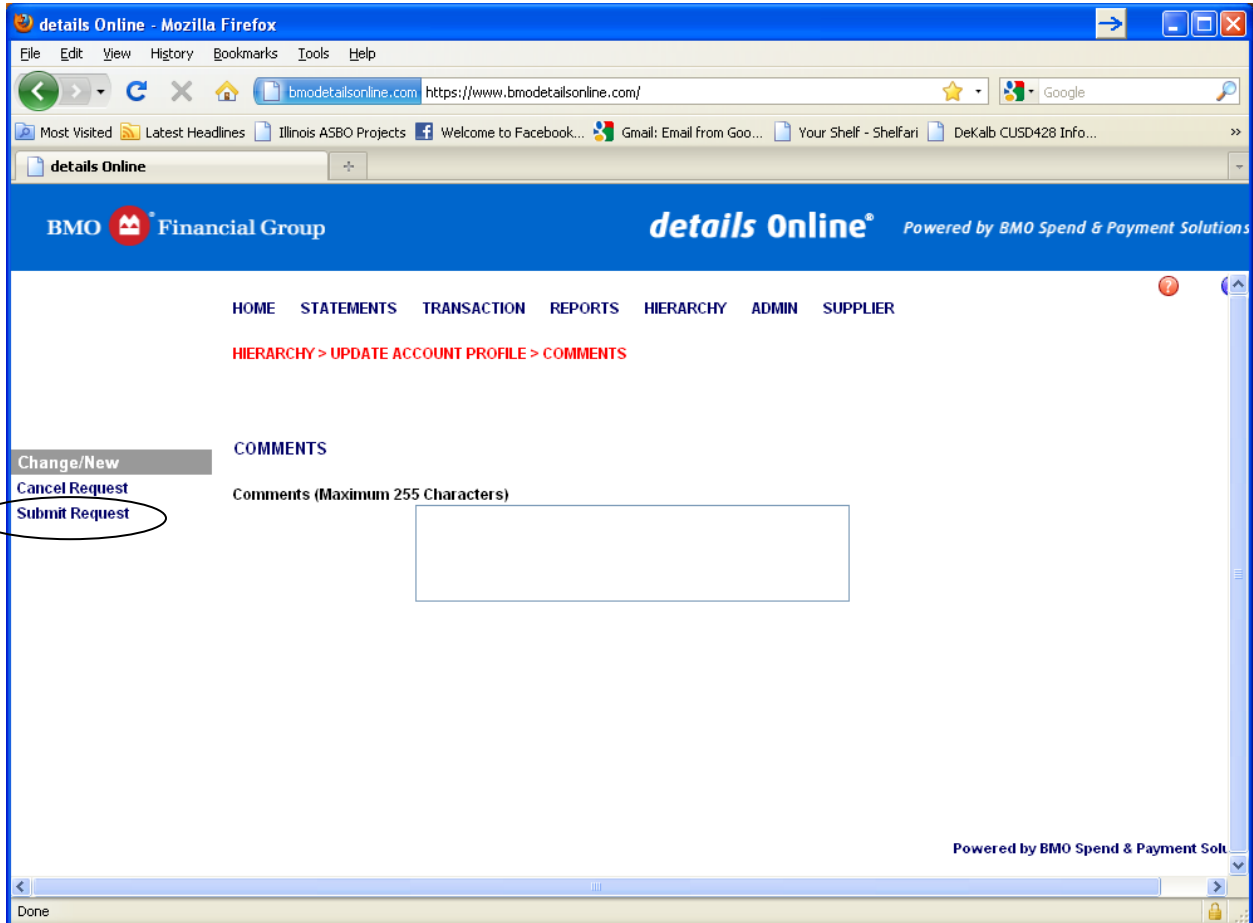
Cycle Date	Status
09/21/2009	Beginning Balance < 0 Paid in Full
08/21/2009	Beginning Balance < 0 Paid in Full

Scrolling down...

If you make changes on this page be sure you choose "save changes" on the left side.

Always make sure the address and phone number is set to the school district NOT a home address

How to view/edit a user account



Do **NOT** put in comments. This flags the account for human intervention and will slow your request significantly.

Hit "Submit Request".

Your request will usually take 24 hours.