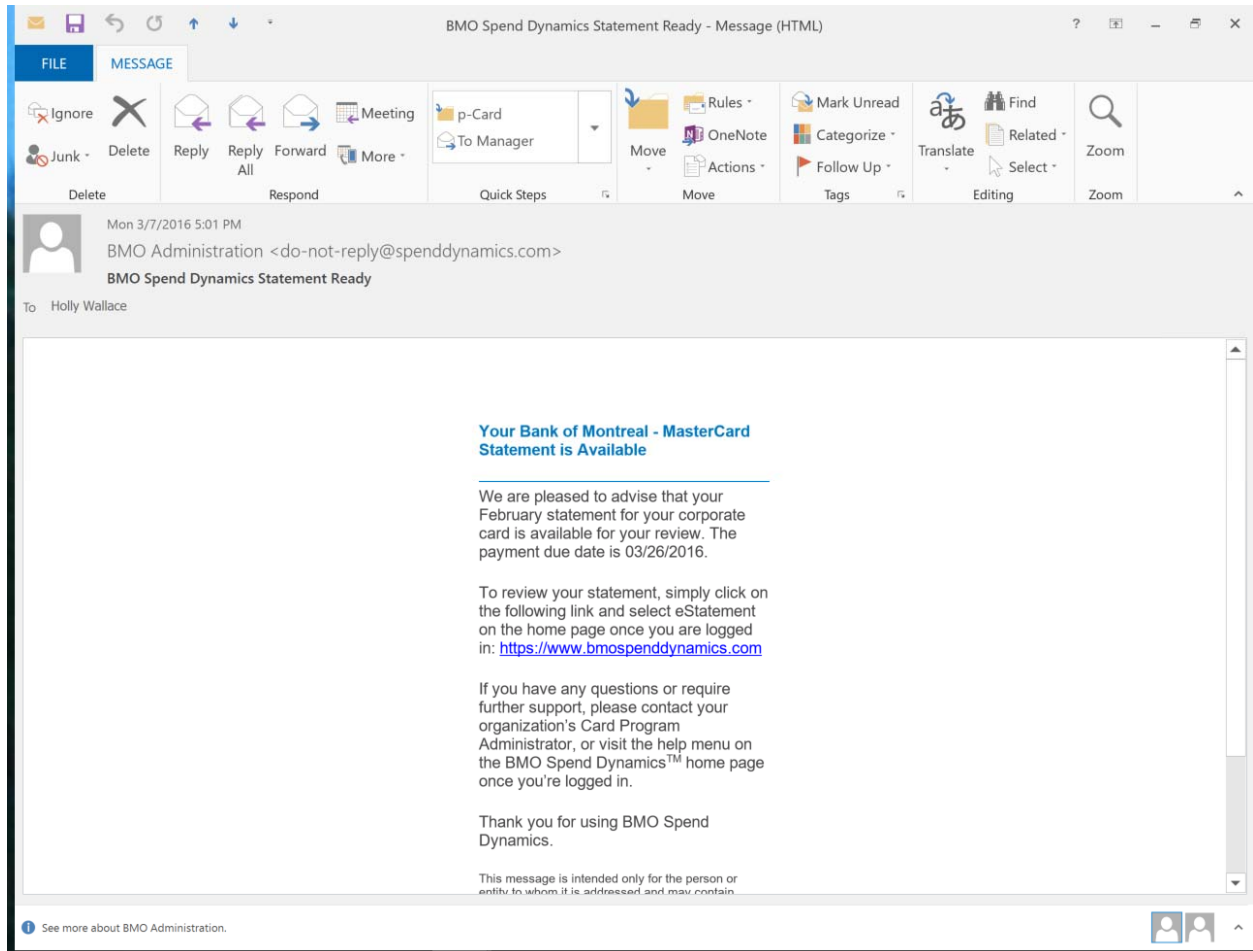


General User's Guide

Printing and Reviewing Statements



Your administrator can initially set you up to receive email notification once your statement is ready. You can use the link provided to access your statement, or you can log in to the Website anytime. You can view your current transactions at any time BUT your final statement for that time period is not final until after your cut off date.

Your User ID is your email address. The first time you log in your Administrator will provide the pw, and you will be prompted to change it once you log in as well as provide answers to security questions.

If you get lock out, your Administrator can unlock your account.

If you forget your pw use the link under the box to re-set.

The screenshot shows a web browser window displaying the BMO Spend Dynamics login page. The browser's address bar shows the URL <https://www.bmospenddynamics.com/secure/welcome.asp>. The page has a blue header with the BMO logo on the left and 'Spend Dynamics' on the right. Below the header, there is a 'Sign In' section with a light blue background. This section contains a 'User ID' field with the email address 'hwallace@iasbo.org', a 'Password' field with masked characters, a 'Forgot my password' link, and a 'Sign In' button. The footer of the page includes links for 'Privacy', 'Legal', and 'Security', along with logos for BMO and Diners Club International.

You will need to change your pw every 90 days. Your pw must meet the criteria below

Personal Settings - Mozilla Firefox

B... (CA) | https://www.bmospenddynamics.com/settings/settings_p1

Password Maintenance - Password Expired

It is recommended that you do not set your new password to be your internal password used within your organization. You may not set your password to easy words or your user id.

Your password must meet the following criteria:

- Minimum number of characters: 8
- Maximum number of characters: 20
- At least one lower case character
- At least one upper case character
- At least one numeric character
- At least one special character

Current Password

New Password

Confirm Password

Save

This is the home page. From the home page you can initiate your activity. A General User can view and print statements, and change your password (under Settings). If you're set up to reconcile your accounts you will do so through the Card Transactions – this is covered in a different tutorial. You can also get Help with navigating this Website.

There are also important announcements on the Home Page. Please refer to them if you are experiencing issues with the Website or Reports

The screenshot shows the BMO Spend Dynamics home page. At the top, there is a blue navigation bar with the BMO logo on the left and links for Language, Settings, Help, Contact us, and Log out on the right. Below this is a secondary blue bar with 'Home' and 'Reports' links. The main content area is white and contains a 'Main Menu' on the left with links to Card Transactions, Reports, Report Outbox, and eStatement. The central content area features a 'Welcome Wallace Holly' message, a 'BMO Spend Dynamics Message' section, and several announcements. A large red circle highlights the 'BMO Spend Dynamics Message' section, which includes an attention notice about disabled PDF export, a planned maintenance announcement for Saturday, December 3, 2016, and a notice about discontinued support for older versions of Internet Explorer (versions 8, 9, and 10) as of October 2, 2016. The page also includes a 'Self-Serve Password Resets' link at the bottom.

From the Settings you can manage your pw. and view your details, like your email address, your email management, etc....

The screenshot shows the 'Personal Settings' page in the Spend Dynamics application. The page has a blue header with the BMO logo and 'Spend Dynamics' text. Below the header, there are navigation links for 'Home' and 'Reports'. The 'Settings' section is active, showing a sidebar with 'Overview' and 'Set Password'. The main content area is titled 'Personal Settings' and contains a diagram map of settings categories and a 'Personal Details' section for Wallace Holly.

Personal Settings

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or wish to change settings not available here then please contact your system administrator.

Diagram Map:

- Charge Groups
- Report Groups
- Approval Roles
- Charge Codes
- Reports
- Approval Rules

Personal Details

Employee ID	30692
Username	hwallace2@iasbo.org
Company Unit	-
Phone Number	-
Email Address	hwallace@iasbo.org
Date Added	11/30/2015
Date Modified	-
Date Termination	-

The easiest way to print your statement is through your Account Box. It is located at the bottom of your home page. Simply click on the eStatement and you can save or print your current statement.

If you manage more than one card your Administrator can “delegate” those card/cards to you. Once a card is delegated you will have additional boxes under your own where you can view and print statements.

The screenshot shows the BMO Spend Dynamics web application. The browser address bar displays the URL: <https://www.bmospenddynamics.com/main/homepage.asp>. The page features a blue header with the BMO logo and the text "Spend Dynamics". Below the header, there is a navigation menu with "Home" and "Reports".

On the left side, there is a "Main Menu" with the following items: Card Transactions, Reports, Report Outbox, and eStatement.

The main content area includes an "Important Note" section with the text: "We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator."

Below the note is the "Your Accounts" section, which displays a "Purchasing Card" summary for a Bank of Montreal - MasterCard (5550-08xx-xxxx-3297). The cardholder is Wallace Holly, and the current period is 11/06/2016 to 12/05/2016. The current balance is 355.77 USD, and the available credit is 19,644.00 USD. A link for "eStatement" is highlighted with a red circle.

Purchasing Card		Bank of Montreal - MasterCard 5550-08xx-xxxx-3297	
Cardholder: Wallace Holly	Current Balance	355.77 USD	Available Credit
Current period: 11/06/2016 to 12/05/2016			19,644.00 USD
View Non-Posted Transactions			
Most recently closed period: 10/06/2016 to 11/05/2016 eStatement			
Last payment:	-2,419.72 USD on 10/26/2016		
Balance due:	3,195.89 USD by 11/26/2016		

Now you are ready to print your statement. If you need a signature line your Administrator can contact Client Services to have that feature turned on. You can also save this pdf to a file.

BMO_Statement_3297_20161105.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools BMO_Statement_3... x Sign In

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BMO Financial Group

Statement

Account Name: WALLACE, HOLLY Card Number: xxx-xxx-xxxx-1234
 Company Name: R. ABCD & Account Limit: \$ 20,000.00
 Employee ID: 30002

Statement Due (MM/DD/YYYY): 11/05/2016 Currency: U.S. DOLLAR
 Payment Due Date (MM/DD/YYYY): 11/05/2016

Statement Summary:

Report any items which do not agree with your records within 60 days of the statement date.

Previous Balance:	\$ 2,419.72
Payments:	\$ 2,419.72
Adjustments:	\$ 0.00
Net Purchases:	\$ 1,195.89
Cash Advances:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 1,195.89

Interest Charges and rates:

Rate:	Purchase/Other:	Cash Advances:
Interest charges on this statement (E):	\$ 0.00	\$ 0.00
Annual interest rate next period (%):	12.25000 %	0.00000 %
Daily interest rate next period (%):	0.03395 %	0.00000 %

Transaction Summary:

Trans Date	Paying Date	Description	Pre-Tax Amount	Tax %	Taxs Amount
0000	1007	FRENCH LUCKY FRENCH LUCKY IN	\$ 107.42	0.00	\$ 107.42
	1008/05/16				-200.00
0004	1006	FRENCH LUCKY FRENCH LUCKY IN	\$ 11.28	0.00	\$ 11.28
	1008/05/16				-11.28
0009	1008	FRENCH LUCKY GIFT FRENCH LUCKY IN	\$ 0.00	0.00	\$ 0.00
	1008/05/17				-88.60
0010	1006	WATERBURY RESTAURANT & BAKERY INC	\$ 4.44	0.00	\$ 4.44
	1008/05/16				-12.64
0010	1007	WALK N FOOD & FUEL FRENCH LUCKY IN	\$ 25.24	0.00	\$ 25.24
	1008/05/17				-12.62
0010	1007	ENTERPRISE RENT A-CAR DENVER A	\$ 228.00	0.00	\$ 228.00
	1008/05/16				-228.00
0011	1007	HELL COUNTRY RESTAURANT	\$ 400.00	0.00	\$ 400.00
	1008/05/17				-11.80
0016	0910	SANTITAS RESTAURANT SPRINGFIELD	\$ 20.00	0.00	\$ 20.00
	1008/05/16				-11.75

Export PDF

Create PDF

Edit PDF

Comment

Combine Files

Organize Pages

Fill & Sign

Send for Signature

Send & Track

More Tools

Store and share files in the Document Cloud

Learn More

If you want to view other statement history, click on the eStatement link on the home page.

The screenshot shows the BMO Spend Dynamics homepage. At the top, there is a navigation bar with the BMO logo and the text 'Spend Dynamics'. Below this is a 'Main Menu' section with a list of links: 'Card Transactions', 'Reports', 'Report Outbox', and 'eStatement'. The 'eStatement' link is circled in red. To the right of the menu, there is a 'Welcome Wallace Holly' section with 'Your last visit: 11/30/2016 11:19:44' and 'Company data last loaded: 11/28/2016'. Below this is a 'BMO Spend Dynamics Message' section with an 'Attention: eStatements 'export to PDF' temporarily disabled' notice. At the bottom, there is a 'Planned maintenance - Spend Dynamics' section with a blue dot icon, stating 'System improvement maintenance is planned for Saturday, 3 December 2016' and 'To enable this maintenance, the platform may be unavailable for all or part of the following window: Reason: Core infrastructure improvements. Maintenance window: Saturday 4 December 2016 08:00 - 11:00 EST'.

Make sure you are choosing the correct card and report. You see there are 3 cards here – one is active the other 2 are closed accounts. You can view the history in any of the cards and date ranges.

Report Parameters - Mozilla Firefox

Bank of Montreal (CA) https://www.bmospendynamics.com/Reports/report_ppa.asp?report_id=statement_bmo

Please select the account and report period

Account	BMO - MC - (4095)
Period	BMO - MC - (4095)
	BMO - MC - (3297)
	BMO - MC - (0159)

OK

Now you can view the current statement and or export to a pdf to save or print. Your pdf will appear in your Report Outbox.

The screenshot shows the BMO Spend Dynamics interface. At the top, there is a navigation bar with the BMO logo and the text "Spend Dynamics". Below this, a "Main Menu" is visible on the left, listing options like "Card Transactions", "Reports", "Report Outbox", and "eStatement". The main content area is titled "BMO Financial Group" and features a red circle around an "Export to PDF" button. To the right of this button is a "Back" button and a "Page 1" dropdown menu. The central part of the page displays "Statement" information for an account held by WALLACE, HOLLY. The account details include the company name "IL ASBO 2", employee ID "30692", and card number "xxxx-xxxx-xxxx-3297". The account limit is listed as "\$ 20,000.00". The statement date is "11/05/2016" and the payment due date is "11/26/2016". The currency is "U.S. DOLLAR". Below this, a "Statement Summary" section provides a breakdown of the account balance: "Previous Balance" is \$ 2,419.72, "Payments" are \$ -2,419.72, and "Adjustments" are \$ 0.00. A note at the bottom of the summary states: "Report any items which do not agree with your records within 60 days of the statement date."

Statement	
Account Name:	WALLACE, HOLLY
Company Name:	IL ASBO 2
Employee ID:	30692
Statement Date (MM/DD/YYYY):	11/05/2016
Payment Due Date (MM/DD/YYYY):	11/26/2016
Card Number:	xxxx-xxxx-xxxx-3297
Account Limit:	\$ 20,000.00
Currency:	U.S. DOLLAR

Statement Summary:	
Previous Balance:	\$ 2,419.72
Payments:	\$ -2,419.72
Adjustments:	\$ 0.00

Once your report appears in the report outbox you can down load the pdf.

Vault - Mozilla Firefox

Bank of Montreal (CA) https://www.bmospenddynamics.com/admin/admin_f2.asp?xs_own=1&f_id=1000


Vault

This area of the service allows files to be downloaded securely. Please be patient because this area is heavily encrypted and downloads can take time. Note that we take no liability for files located in this area, and it should not be used for storage because old or large files may be deleted without notice.

Report Outbox

Folder Report Outbox

Folder Size 110 kb

File Name	Size KB	Date Stamp	
 BMO_Statement_3297_20161105.pdf	110	11/30/2016 11:22:40	