

BMO Spend Dynamics[™] Quick Reference Guide Viewing and Printing eStatements for Cardholders

VIEWING AND PRINTING STATEMENTS

1. To view an eStatement for any closed period, click **eStatement** from the **Main Menu** on the **Home** screen.

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3. Scroll down to view a list of all transactions is displayed, including all the details provided by the merchant.

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4. To print or save an eStatement, click **Export to PDF**. A confirmation displays that the eStatement is being generated and will be available in the **Report Outbox** shortly.

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5. Click **Report Outbox** on the **Main Menu**. Requested reports or statements are displayed in date order with the most recent at the top of the list. Files that are both over **15 megabytes** and older than **14 days** are automatically deleted and all other files are deleted after **28 days**.

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6. Click the **Download** icon and follow browser instructions to open or save the eStatement.