BMO **Financial Group**
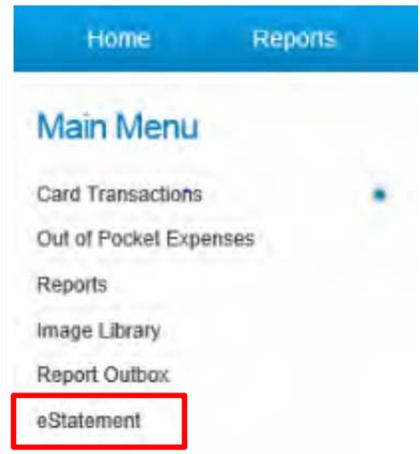
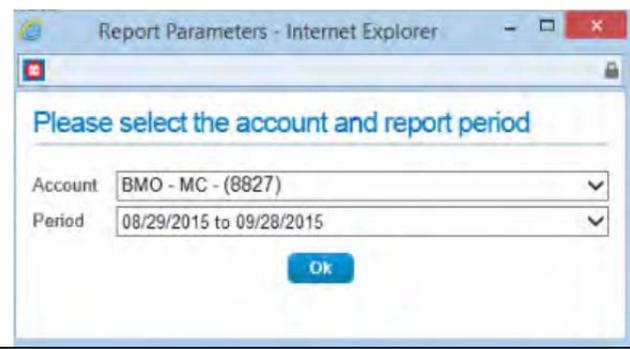# BMO Spend Dynamics™ Quick Reference Guide
## Viewing and Printing eStatements for Cardholders

## VIEWING AND PRINTING STATEMENTS

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



2.  Select the card account if there is more than one, and the **Statement Period** from the drop--down list.



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



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.



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**.
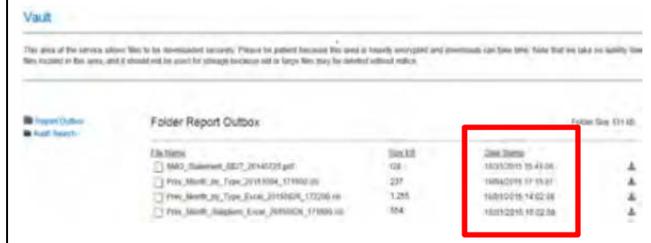


6. Click the **Download** icon and follow browser instructions to open or save the eStatement.