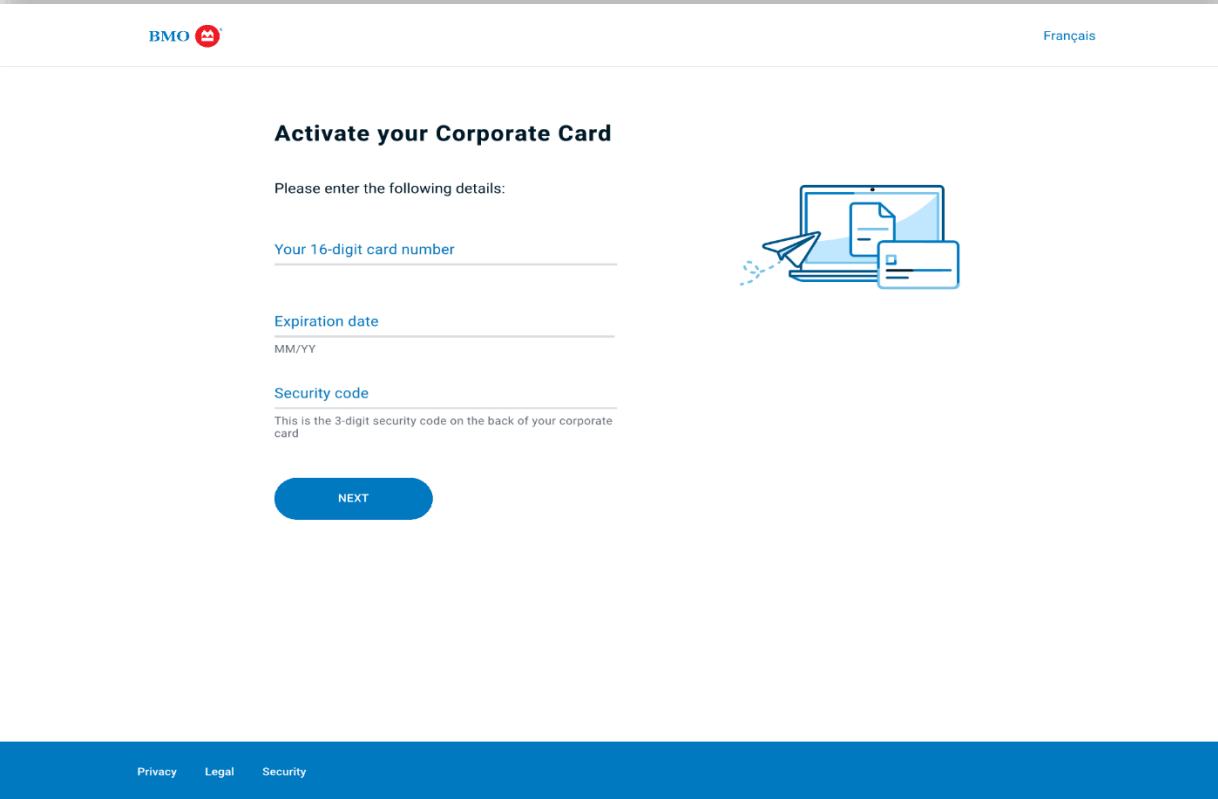


# Online Corporate Card Activation

**We're making it easier for cardholders to activate cards online. Here are the steps required:**


1. The card letter will advise the cardholder to activate using [bmo.com/corporatecardactivation](https://bmo.com/corporatecardactivation), which will display the following web page:



The screenshot shows the BMO Corporate Card Activation web page. At the top left is the BMO logo, and at the top right is a link for 'Français'. The main heading is 'Activate your Corporate Card'. Below this, it says 'Please enter the following details:'. There are three input fields: 'Your 16-digit card number', 'Expiration date' (with a placeholder 'MM/YY'), and 'Security code' (with a note: 'This is the 3-digit security code on the back of your corporate card'). To the right of the input fields is an illustration of a laptop, a document, and a corporate card. At the bottom of the form is a blue 'NEXT' button. The footer contains links for 'Privacy', 'Legal', and 'Security'.

# Card Activation Process

## 2. Input additional information.



**Please provide us with some additional information**

What is the email address on your Corporate Card?


Your email

What is the mobile phone number on your Corporate Card?

Your mobile number

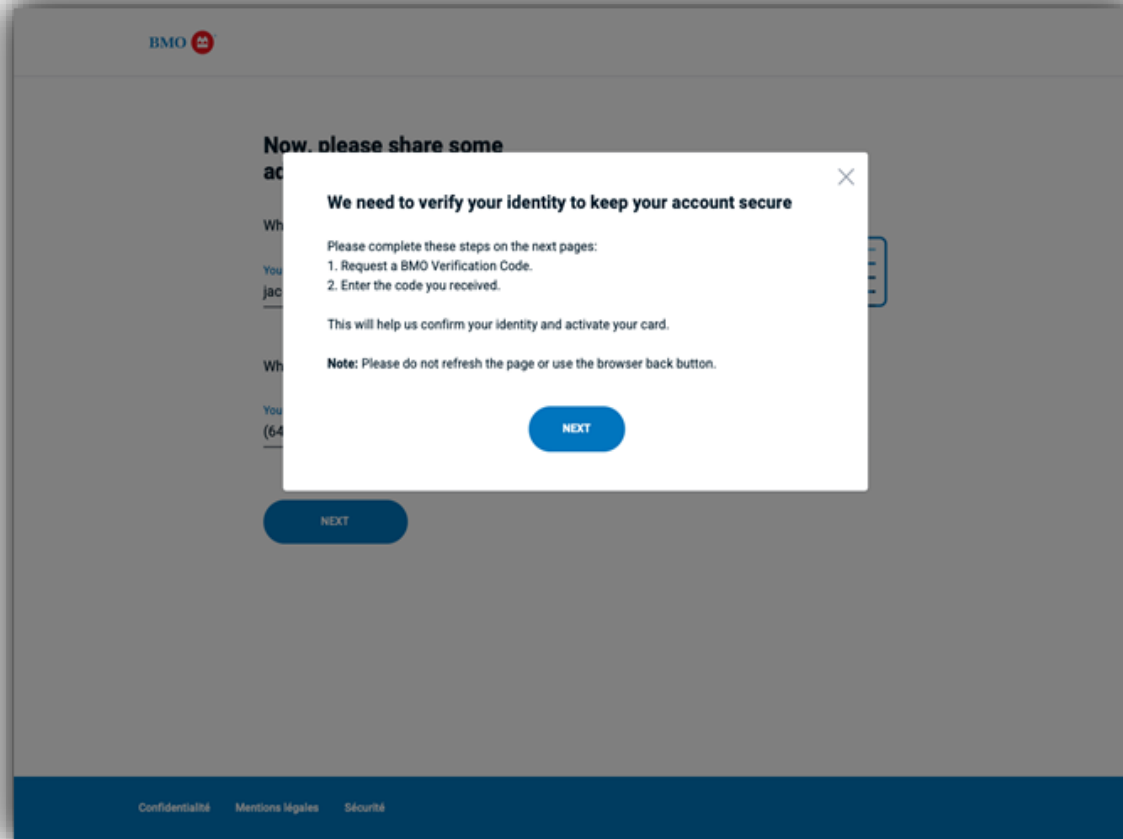
**NEXT**

[Privacy](#) [Legal](#) [Security](#)



# Card Activation Process

## 3. Verification screen.



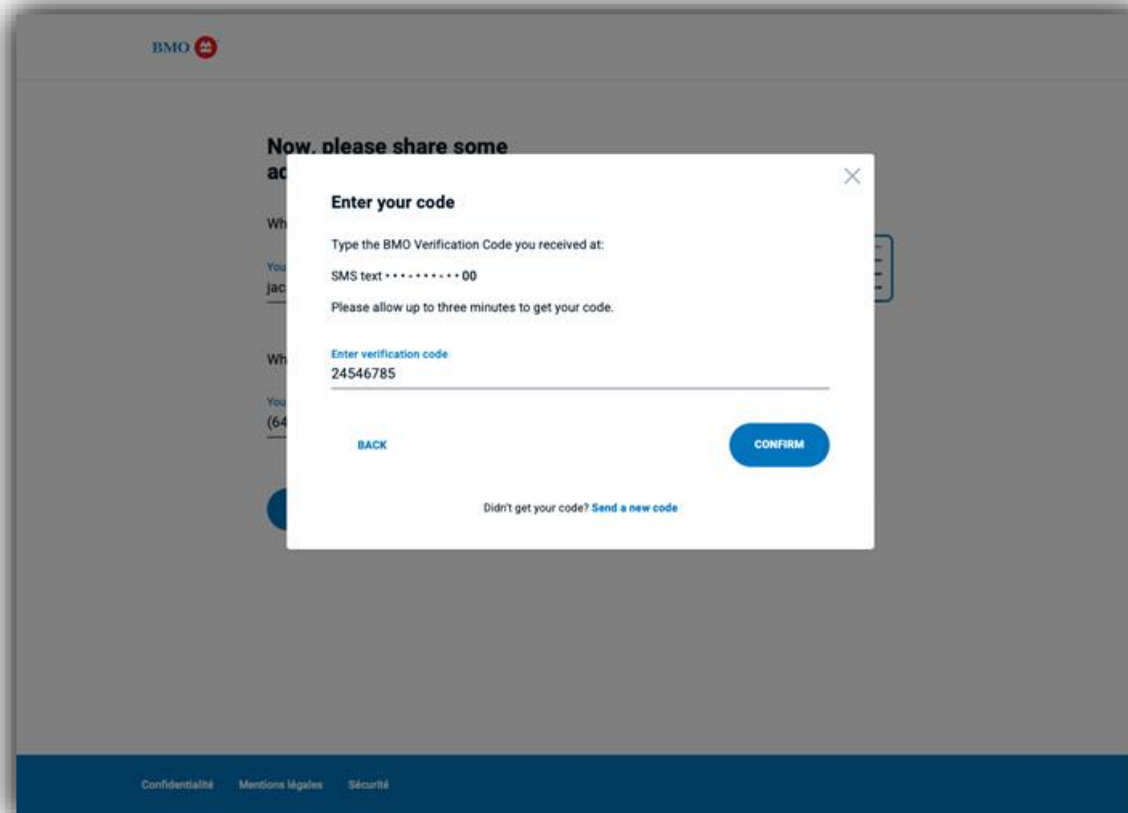
# Card Activation Process

4. To request a code, the information we have will be displayed as choices to receive the verification code:

The screenshot shows a BMO web interface with a modal dialog titled "Request a code". The dialog prompts the user to "Choose how you would like to receive a BMO Verification Code:". There are two radio button options: "Email" (unselected) and "SMS text" (selected). Below the "Email" option is a placeholder email address "\*\*\*\*zx@gm\*\*\*\*.com". Below the "SMS text" option is a placeholder phone number "\*\*\*\*\*00". A blue "SEND CODE" button is centered below the options. Below the button, there is a link "Not able to receive a code?" followed by a paragraph: "For further assistance, please call us at the number on the back of your Corporate Card or in the card mailer you received." At the bottom of the dialog, a "Note" states: "The message below applies only to SMS text. BMO Verification Codes will be delivered by an auto-dialed text message (SMS) through major Canadian and US wireless providers and sent from the short code 266222 in Canada and 55936 in USA at no additional cost from BMO. However, you are responsible for all fees charged by your mobile device service provider. Message and data rates may apply." The background of the page is a blurred version of the BMO website, showing the BMO logo and some text like "Now, please share some", "ac", "Wh", "You", "jac", "Wh", "You", "(64". At the bottom of the page, there is a footer with the text "Confidentialité", "Mentions légales", and "Sécurité".

# Card Activation Process

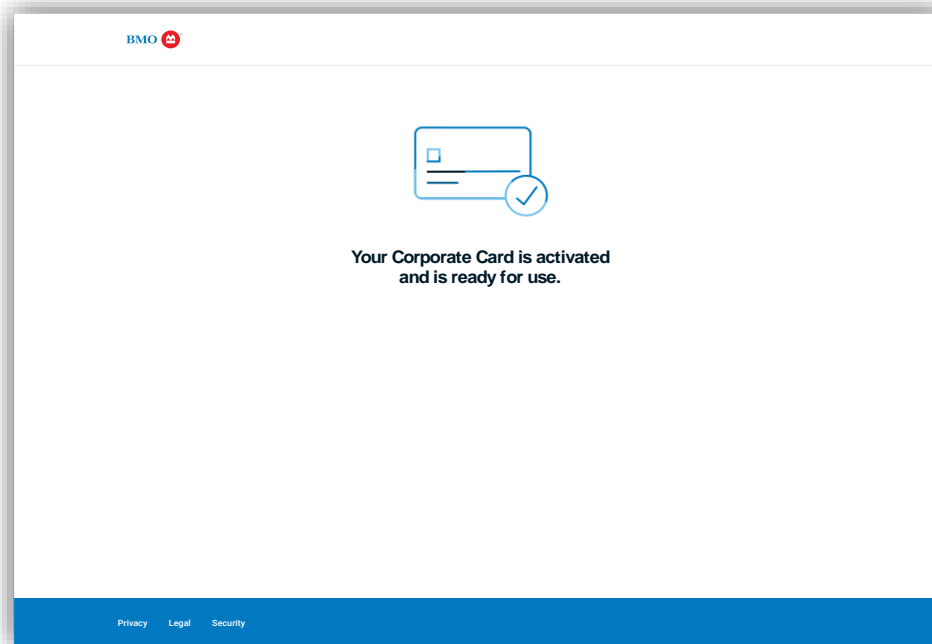
5. When the BMO Verification Code is received, input into the following screen:



The screenshot displays the BMO Card Activation process. A modal window titled "Enter your code" is centered on the screen. The modal contains the following text: "Type the BMO Verification Code you received at:", "SMS text ..... 00", and "Please allow up to three minutes to get your code." Below this text is a text input field with the label "Enter verification code" and the value "24546785". At the bottom of the modal, there are two buttons: "BACK" and "CONFIRM". A link "Didn't get your code? Send a new code" is located at the bottom right of the modal. The background of the screen is a blurred view of the BMO website, showing the BMO logo and some text.

# Card Activation Process

6. After submitting the confirmation above, the card will be activated and ready to use. If this is a new cardholder with a Chip and PIN card, they will proceed to step 7.



# Card Activation and PIN

**Step 7: Online PIN setup only applies to newly opened Corporate Cards. This does not apply to replacement or reissued cards.**

7. After submitting the confirmation above, you will need to create a PIN.

**\* Cardholders may need to enter their new PIN up to 3 times when using their card for the first time at a Chip enabled terminal. (These instructions are in the process of being added to the website)**

## Receive Notification



## Set up your PIN



## Receive Confirmation

**Set up your PIN**

Please create a new 4-digit PIN. Avoid using a date of birth or sequential numbers.

**Important information about your PIN**

Enter PIN  
X 4 digits

Re-enter PIN  
X Matched PIN

**Important information about your PIN**

You will need to use your PIN when completing transactions at merchants with chip-enabled terminals, as well as when withdrawing cash at ATMs.

If you enter your PIN incorrectly three times, you will not be able to use your card. If this happens, please call the number on the back of your card.

**Tips to help keep your PIN secure:**

- Shield your PIN when making transactions.
- Keep your PIN secure and never write it on your card.
- Never share your PIN online or over the phone.

OKAY

**BMO**

**Set up your PIN**

Please create a new 4-digit PIN. Avoid using a date of birth or sequential numbers.

**Important information about your PIN**

Enter PIN  
X 4 digits

Re-enter PIN  
X Matched PIN

NEXT

**Your Corporate Card is activated and PIN is set up!**

Insert your card and use your new PIN the next time you make an in-store purchase and your Corporate Card will be ready to go!

You can close this window now.