

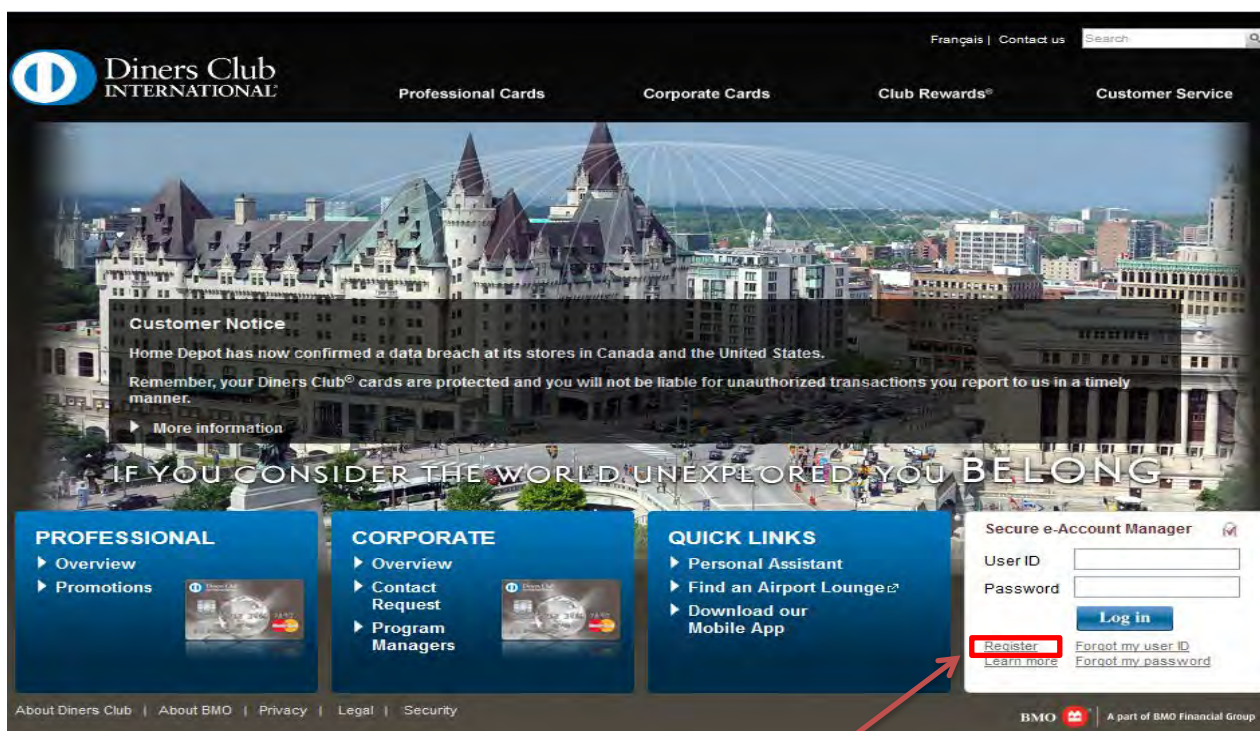


Welcome to the Diners Corporate MasterCard Program

- In order to obtain access to your monthly e-Statements, you will need to register your account on the Diners Club e-Account Manager site at the following link: [www.dinersclubus.com](http://www.dinersclubus.com) or [www.dinersclubcanada.com](http://www.dinersclubcanada.com).

Steps to Register for e-Account Manager

- Go to [www.dinersclubcanada.com](http://www.dinersclubcanada.com)
- Click on **Register** in the **Secure e-Account Manager** section
- Enter your card number and click **submit**
- On the Diners Club Cardmember Registration screen, fill in your information and click **submit**
- You will be prompted to create a user ID and Password. Please use this to sign into e-Account Manager in the future. (Note: It is recommended that you do NOT use your McMaster ID and password. Create a user ID and Password that is used specifically to access your Diners account.)



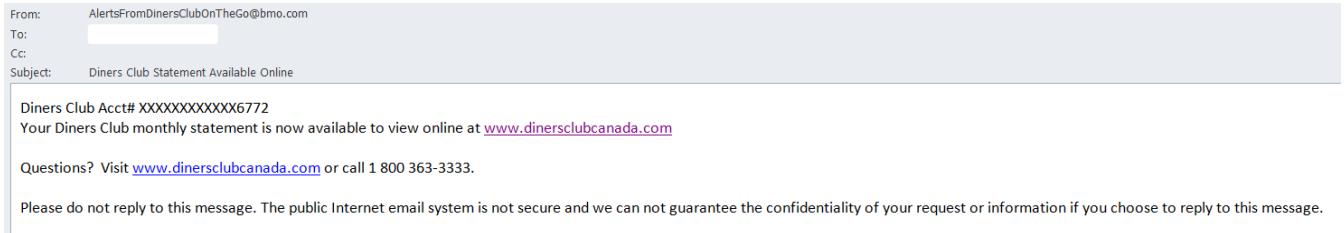
The screenshot shows the Diners Club International website. At the top, there is a navigation bar with the logo and links for Professional Cards, Corporate Cards, Club Rewards, and Customer Service. A search bar is also present. Below the navigation bar is a large banner image of a historic building with the text "IF YOU CONSIDER THE WORLD UNEXPLORED YOU BELONG". A "Customer Notice" is displayed over the banner, mentioning a data breach at Home Depot. Below the banner are three main sections: "PROFESSIONAL" with links for Overview and Promotions; "CORPORATE" with links for Overview, Contact Request, and Program Managers; and "QUICK LINKS" with links for Personal Assistant, Find an Airport Lounge, and Download our Mobile App. On the right side, there is a "Secure e-Account Manager" section with input fields for User ID and Password, a "Log in" button, and links for "Register" (highlighted with a red box and a red arrow), "Learn more", "Forgot my user ID", and "Forgot my password". The footer contains links for About Diners Club, About BMO, Privacy, Legal, and Security, along with the BMO logo and the text "A part of BMO Financial Group".

## Steps to get Statement Notifications once registered on e-Account Manager

On the Diners Club **On The Go Alerts** screen select **\* Set up and Change Alerts\***

- Please add an email address to get your notifications.
- Turn your alerts **\*ON\*** and make sure to turn on the **\*Statement available Alert\*** option.  
(Go to **\*\* Statement Available Alert\*\*** and click on the **ON** button and email button)
- Click on **\*Next\*** at the bottom of the screen.
- Review your selection and **\*\* SAVE \*\*** your alert

**Once a month (typically the 29<sup>th</sup> of the month) you will receive an email notification from Diners**



- Click on the link contained in the email
- At the Diners Home page enter the ID and Password you created above
- Download your statement
- Your Diners transactions are loaded to 'My Wallet' in Mosaic
- Ensure that your expense report is created and approved before the allowed reconciliation period expires. Diners does not assess delinquency until the 61<sup>st</sup> day the account balance is past due

**?’s – contact [aphelp@mcmaster.ca](mailto:aphelp@mcmaster.ca)**