

**Diners Club® Corporate Account Manager**  
ACCOUNT ADMINISTRATOR REGISTRATION FORM  
For NEW Account Administrators

## IMPORTANT INFORMATION

### ACCOUNT ADMINISTRATOR REGISTRATION FOR ACCESS

This form is required to register an Account Administrator for access to the Diners Club® Corporate Account Manager web site. To initiate this access, the Account Administrator must complete the registration information and select the services they are registering for from the list of available services. The form must be approved and submitted by an individual recognized by either the Bank of Montreal or BMO Harris Bank, N.A., as appropriate (hereafter referred to as "Diners Club") as an Authorized Signor of the Organization. The form must be submitted to Diners Club by email or fax.

### CHANGE IN EMPLOYMENT STATUS OR ACCESS AUTHORIZATION

If there is a change in employment status or access authorization, the Account Administrator or an authorized representative of the Organization must email [dinersclub.service@bmo.com](mailto:dinersclub.service@bmo.com) within twenty-four (24) hours to request the deletion of User ID and password.

### QUESTIONS

If you have questions about this process, please contact the IP Help Desk at 1-800-643-7772 (Monday - Friday, 8:00 a.m. - 8:00 p.m. ET).

## FORM INSTRUCTIONS

1. Please provide all requested information.
2. Completed forms may be submitted by email or fax:
  - **Email:**
    - Forms submitted by email must:
      - a. Contain signatures of the Authorized Signor
      - b. Be submitted as an email attachment
        - Email the completed form to Diners Club Client Services at [dinersclub.service@bmo.com](mailto:dinersclub.service@bmo.com) with the Subject: IP Electronic Form Submission
        - Alternatively, this form may be emailed to the Diners Club representative that provided the form.
  - **Fax:**
    - Forms submitted by fax must contain signatures of the Authorized Signor
      - a. Fax the completed form to Diners Club Client Services at 1-855-803-7341
      - b. Alternatively, this form may be faxed to the Diners Club representative that provided the form.

Retain a copy for your records.

**SECTION 1: ACCOUNT ADMINISTRATOR REGISTRATION INFORMATION**

Information on the individual requesting account administrator access to the Diners Club Corporate Account Manager (CAM) website. **All information is mandatory.**

ORGANIZATION NAME \_\_\_\_\_ DATE **DD MM YYYY**

FIRST NAME \_\_\_\_\_ LAST \_\_\_\_\_ TITLE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

\*E-MAIL ADDRESS \_\_\_\_\_ BUSINESS TELEPHONE \_\_\_\_\_ DINERS CLUB CONTACT NAME: \_\_\_\_\_

\*I acknowledge and agree that by providing my email address as an Account Administrator I may receive email notifications alerting me to pending items needing my review and other communications related to the Organization's Diners Club Program and Accounts.

**SUMMARY Account Number(s) to which this user will be granted access via Corporate Account Manager.**

Enter the 16 digits account number(s).

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

**FOR DINERS CLUB USE ONLY:** Enter product type for account number immediately above.

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> IB                                  | <input type="checkbox"/> IB                                  | <input type="checkbox"/> IB                                  | <input type="checkbox"/> IB                                  |
| <input type="checkbox"/> CB                                  | <input type="checkbox"/> CB                                  | <input type="checkbox"/> CB                                  | <input type="checkbox"/> CB                                  |
| <input type="checkbox"/> Both/Split Bill (Diversion Account) | <input type="checkbox"/> Both/Split Bill (Diversion Account) | <input type="checkbox"/> Both/Split Bill (Diversion Account) | <input type="checkbox"/> Both/Split Bill (Diversion Account) |

**SECTION 2: AVAILABLE SERVICES: Select the services you are requesting access to on the Corporate Account Manager website.**

**CATEGORY 1 - Access to account and billing information and/or electronic reports.**

- Access Account Information and Request Account Changes**  
**For Individual Bill and Central Bill Cardmember Accounts:** Submit Card Cancellations; View Cardmember Billing Statement Information, View & Change Cardmember Billing Address, Phone Number and Indicative Data; Request Changes to ATM Limits (subject to approval by Diners Club); Secure Messages.  
**Additional Access for Individual Bill Cardmember Accounts only:** Request Changes to Cardmember Spend Guidelines (subject to approval by Diners Club); Instant Account View (real-time access to account balance and payment information).  
**For Central Bill SUMMARY LEVEL Accounts:** View Billing Statement Information; Pay Bill and Set Account Alerts; Instant Account View (real-time access to account balance and payment information); Secure Messages.

- Access Electronic MIS Reports**  
 You must contact your Diners Club Client Relationship Manager, or Diners Club Client Services, at 1-800-964-9444 to select your reports.

**CATEGORY 2 - Access to card applications submitted online.** Only for organizations using Online Applications.

- Access Online Card Applications for Review & Approval**  
 In addition to my name, **I DO** want to have my department or business unit displayed to Applicants on the Online Application form to assist them in selecting the correct application approver. Add my department or business unit on the Online Applications screen as I have listed it here: \_\_\_\_\_

**CATEGORY 3 - Access to the Diners Club Online Expense Reports product.** Only for organizations using the Online Expense Report product offered by Diners Club.

- Access Diners Club Online Expense Report Product - For INDIVIDUALLY BILLED Cards Only**  
**Select one or more of the types of access list below**
- Review Expense Reports** - Review and approval of submitted expense reports
  - Expense Report Administration** - Add, delete, or edit expense type codes
  - Download Approved Expense Reports** - Download extract file of approved expense report data

**SECTION 3: ACCOUNT ADMINISTRATOR (USER) TERMS & CONDITIONS AND SIGNATURE**

Corporate Account Manager, the specific services and applications indicated in Section 2 of this form and all information contained therein (collectively the "Application") contains confidential and proprietary unpublished information and Intellectual Property protected by law of either the Bank of Montreal or BMO Harris Bank N.A. (hereinafter collectively and individually referred to as "Diners Club") and you are granted a limited, revocable, non-exclusive license to use the Application without the right of sub-license. By signing Section 3 of this form you acknowledge the above and represent and warrant: 1) you are an employee of the named Organization and are requesting access to Corporate Account Manager, and the Application for use within the scope of your employment with the named Organization; 2) you will access, share, disseminate or otherwise use the information provided to you only as authorized by the named Organization and Diners Club; 3) you will not, nor permit others to, use, reproduce, modify decompile, reverse engineer or otherwise derive any source code from the Application; and 4) you will maintain the confidentiality and proprietary nature of the Application at all times. The undersigned further agrees to notify the Diners Club Information Products Help Desk of any revocation of authority to access the information or the Corporate Account Manager site for any reason whatsoever, including, but not limited to, termination of employment within twenty-four (24) hours of such revocation. In addition, Diners Club may terminate immediately your access to and/or use of the Application at any time if you fail to comply with the terms and conditions set forth above or at any time within Diners Club's sole discretion. You agree that adequate remedies do not exist at law to protect Diners Club from a breach of the terms and conditions and Diners Club may seek all equitable remedies including, but not limited to, a temporary and/or permanent injunction to prevent any breach or anticipated breach of these terms and conditions. Where the address of the Organization above is in Canada, this agreement shall be governed by and construed under the laws of the province of Ontario, Canada; where the address of the Organization above is in the United States, this agreement shall be governed by and construed under the laws of the state of Illinois, without application of conflict of laws principles.

DD MM YYYY

\_\_\_\_\_  
User / Account Administrator (SIGN)

\_\_\_\_\_  
User / Account Administrator (PRINT)

\_\_\_\_\_  
DATE

**SECTION 4: AUTHORIZED SIGNOR (MANAGER) TERMS & CONDITIONS**

Corporate Account Manager, the specific applications indicated in Section 2 of this form and all information contained therein (collectively the "Application") contains Diners Club's (as defined above) confidential and proprietary unpublished information and Intellectual Property protected by law and you are granted a limited, revocable, non-exclusive license to use the Application without the right of sub-license. By completing Section 3 of this form and submitting this form by facsimile or electronically you acknowledge the above and represent and warrant that: 1) you are an officer or authorized employee of the named Organization with the authority to bind the Organization to these terms and conditions ("Authorized Signor"); 2) the Organization is requesting that the employee named in Section 1 above as an Account Administrator be given access to the Application; 3) such access by employee is within the scope of their employment with the named Organization; 4) the Organization will use its best efforts to ensure the employee is familiar with and conducts his/her activities in compliance with all applicable terms and conditions of the Application; 5) such employee will access, share, disseminate, or otherwise use the information provided to them only as authorized by the named Organization and Diners Club; 6) any employee granted authority to make payments is authorized by the Organization to have access to Organization's bank account and to make such payments; 7) the Organization will ensure all employees who access the Application will complete a similar form; 8) the Application will be used in compliance with all applicable laws and regulations; and 9) the Application will be maintained as confidential and proprietary at all times. The Authorized Signor named below further agrees to notify, or to cause the Account Administrator to notify, the Diners Club Information Products Help Desk of any revocation of an employee's authority to access the information for any reason whatsoever, including, but not limited to, termination of employment, within twenty-four (24) hours of such revocation. Organization shall indemnify and hold Diners Club, its officer, agents, affiliates and employees harmless from all liability, loss, costs, including but not limited to reasonable attorneys' fees, claims, causes of action, or any other liability, directly or indirectly related to employee's access, any breach of the representations and warranties and all acts of employee. DINERS CLUB DOES NOT WARRANT PERFORMANCE OR RESULTS OR BENEFITS THAT MAY BE OBTAINED BY USE OF CORPORATE ACCOUNT MANAGER WEB SITE. CORPORATE ACCOUNT MANAGER WEB SITE IS PROVIDED "AS IS" AND "AS AVAILABLE" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTY OF TITLE OR NON-INFRINGEMENT. Diners Club reserves the right to modify or discontinue, temporarily or permanently, the Application or associated web site(s) at any time without prior notice. In addition, Diners Club may terminate immediately an employee's access to and/or use of the Application at any time if the Organization, the Authorized Signor or the employee fails to comply with the terms and conditions set forth above or at any time within Diners Club's sole discretion. Organization agrees that Diners Club will not be liable to it or any third party for any modification or discontinuance of the Application or associated web site(s) or access thereto. Organization agrees that adequate remedies do not exist at law to protect Diners Club from a breach of the terms and conditions and Diners Club may seek all equitable remedies including, but not limited to, a temporary and/or permanent injunction to prevent any breach or anticipated breach of these terms and conditions. Where the address of the Organization above is in Canada, this agreement shall be governed by and construed under the laws of the province of Ontario, Canada; where the address of the Organization above is in the United States, this agreement shall be governed by and construed under the laws of the state of Illinois, without application of conflict of laws principles.

**The following information is required.** Additional verification will be required if the Account Administrator and the Authorized Signor are the same individual.

**To be completed by the Authorized Signor**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone number

DD MM YYYY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Required