

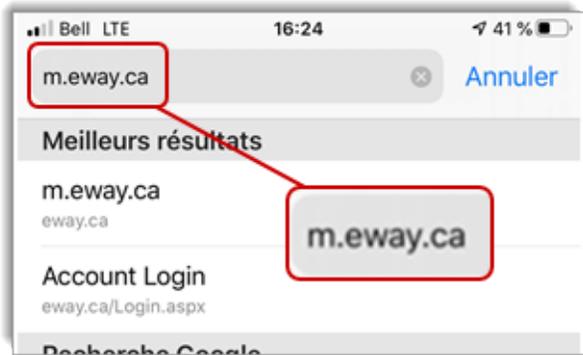


Accessibility

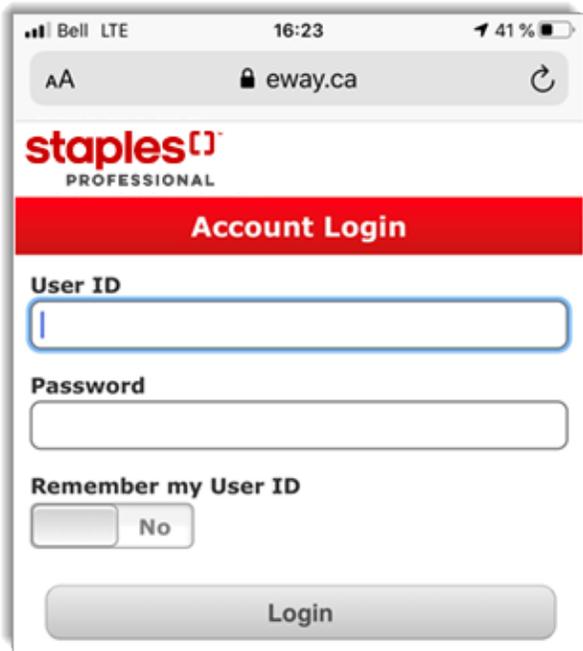


- Most smart devices can access our order approval site.
 - iPhone
 - iPad
 - Android
- Access to the site must be set-up in your customer account and your eway user account must be configured as an approver.

Mobile Approval Site



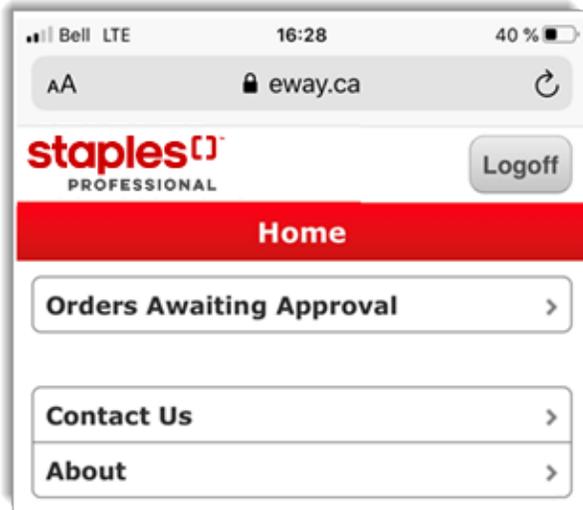
- Enter **m.eway.ca** in the address bar of your device's browser.



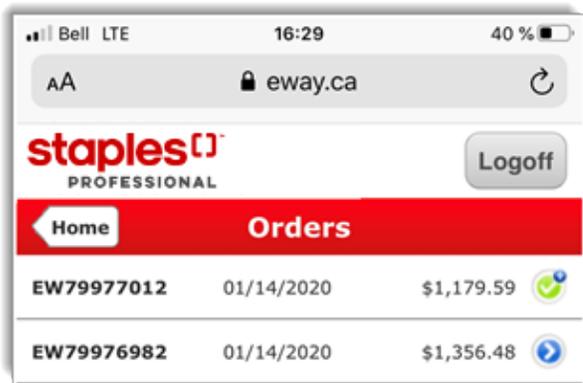
- Enter your eway **User ID** and **Password**.
- Tap the **Remember User ID** button to have the browser remember your username next time you log in.
- Tap **Login** to open the site.



Select an Order to Approve



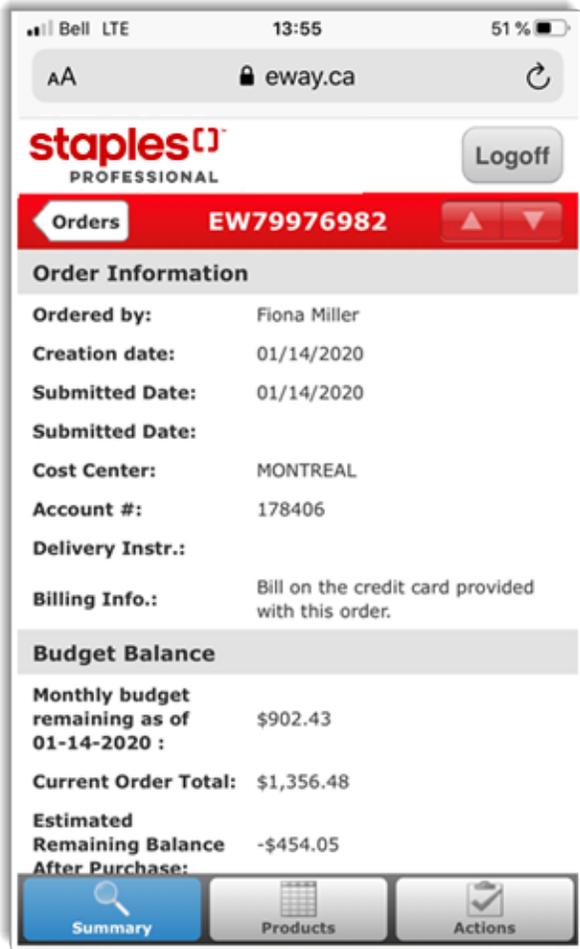
- Tap **Orders Awaiting Approval** to see a list of order waiting for approval.



- This screen also contains recently approved or rejected orders.
 - Order waiting for approval.
 - Approved order.
 - Partially approved order. This order was approved at the first level but requires approval from a higher level.
 - Rejected order.
 - Locked order. This order is being modified or approved by another user.
- Tap an order line to select it.



Order Summary



- In the **Order Summary** screen, review the order information.
- Tap the **Products** button to show the order content.



Ordered Products



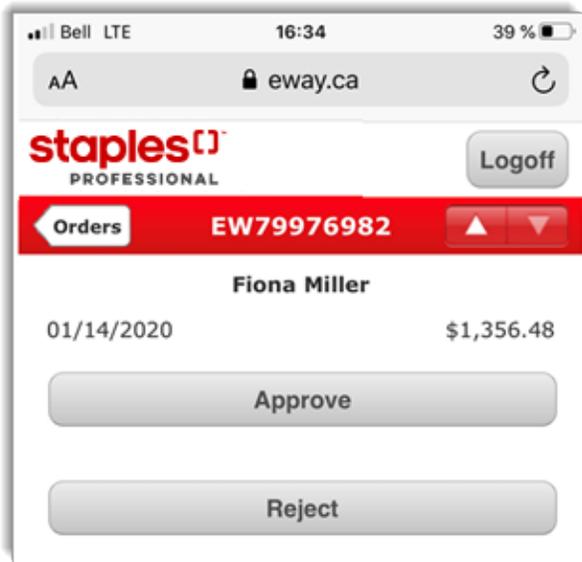
- Each product line contains:
 - the product code
 - the back ordered quantity
 - the line total
 - the product description



Order modification is not offered on the mobile site. If a change to the order is required, it must be done on eway.ca.

- Tap **Actions** to process the order

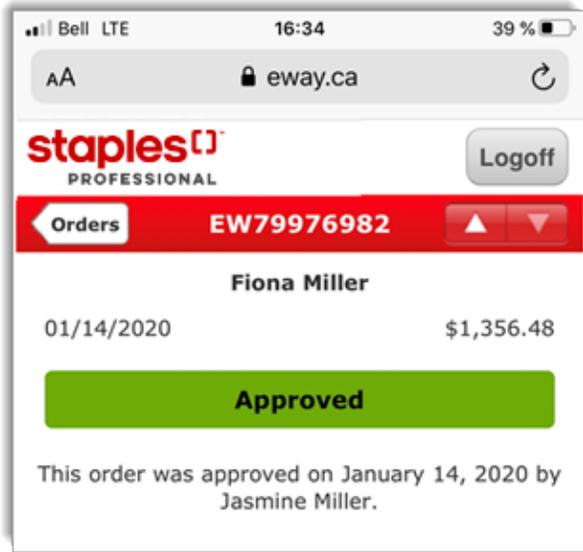
Approve or Reject an Order



- Tap **Approve** or **Reject** depending on your decision.
- A message will say if a higher approval level is required.



Approve or Reject an Order



- If the selected order was already processed, this screen will show the applied decision along with the approver's name.

Navigation



- Use the arrows to navigate from one order to the next.
- Tap the **Orders** button to return to the orders list.
- Tap the **Logoff** button to close your session.