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 bust be configured as an approver.

Mobile Approval Site

.I Bell LTE	16:24	-	√ 41 % ●
m.eway.ca		0	Annuler
Meilleurs résulta	ts		
m.eway.ca	m.ew	ay.c	а
Account Login eway.ca/Login.aspx		.,	
Baabaraha Caar			

•• Bell LTE	16:23	4 41 % 🗈	
AA	🔒 eway.ca	S	
	Account Login		
User ID			
[
Password			
Remember my User ID			
	Login		

• 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

•II Bell LTE	16:28	40 % 🔳
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		Logoff
	Home	
Orders Aw	vaiting Approval	>
Contact U	S	>
About		>

••I Bell LTE	16:29	40 %
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		Logoff
Home	Orders	
EW79977012	01/14/2020	\$1,179.59 🥩
EW79976982	01/14/2020	\$1,356.48

• 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.
 - O Approved order.
 - Partially approved order. This order was approved at the first level but requires approval from a higher level.
 - 🙆 Rejected order.
 - Docked order. This order is being modified or approved by another user.
- Tap an order line to select it.



Order Summary

••I Bell LTE	13:55	51 % 🔳
AA	eway.ca	5
		Logoff
Orders E	W79976982	
Order Informatio	'n	
Ordered by:	Fiona Miller	
Creation date:	01/14/2020	
Submitted Date:	01/14/2020	
Submitted Date:		
Cost Center:	MONTREAL	
Account #:	178406	
Delivery Instr.:		
Billing Info.:	Bill on the cred with this order.	it card provided
Budget Balance		
Monthly budget remaining as of 01-14-2020 :	\$902.43	
Current Order Total	\$1,356.48	
Estimated Remaining Balance After Purchase:	-\$454.05	
Summary	Products	Actions

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



Ordered Products

•II Bell LTE	16:30		39 % 🔳
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			Logoff
Orders EV	V7997 (5982	
Product Code	Qty	во	Amount
STP14336	20	0	\$1,179.80
Staples® Copy Pape 8 1/2" x 11", 5000 S	r, Letter Sheets/C	Size, 9 arton	2 Bright, 20 lbs.,

Approve or Reject an Order

•II Bell LTE	16:34	39 % 🗩
AA	🔒 eway.ca	C
		Logoff
Orders	EW79976982	
	Fiona Miller	
01/14/2020		\$1,356.48
	Approve	
	Reject	

- 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

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



Approve or Reject an Order

•II Bell LTE	16:34	39 % 🔳
AA	🔒 eway.ca	5
		Logoff
Orders	EW79976982	
	Fiona Miller	
01/14/2020	1	\$1,356.48
Approved		
This order was approved on January 14, 2020 by Jasmine Miller.		

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

Navigation

Orders	EW79976982	
		Logoff
۸A	🔒 eway.ca	S
••I Bell LTE	16:34	39 % 🔳

- 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.

