Turn to Page 11 of this instruction manual to see how the Detailed Account Information is displayed.

How to search by Business Name:

- Click on Business Name:
- If you know the exact Business Name, enter it. If you enter part of a Business Name and use a wildcard (the % key on the keyboard), you will get a list of business names with that text in it. Use the check boxes to determine whether you want accounts returned for any or all COMMERCIAL or BPP accounts.
- Click on the Search button or press the ‘Enter’ key on your keyboard.

NOTE: If you have already searched for a particular Business Name, it will be stored in computer memory within the Business Name box, and typing only part of the name will bring up a list of matching names from which you can select the one you want by pointing to it with the mouse and clicking on it. This can be activated by selecting Tools from the pull down list at the top of your browser. Then select...