

J.P. Morgan PaymentNet

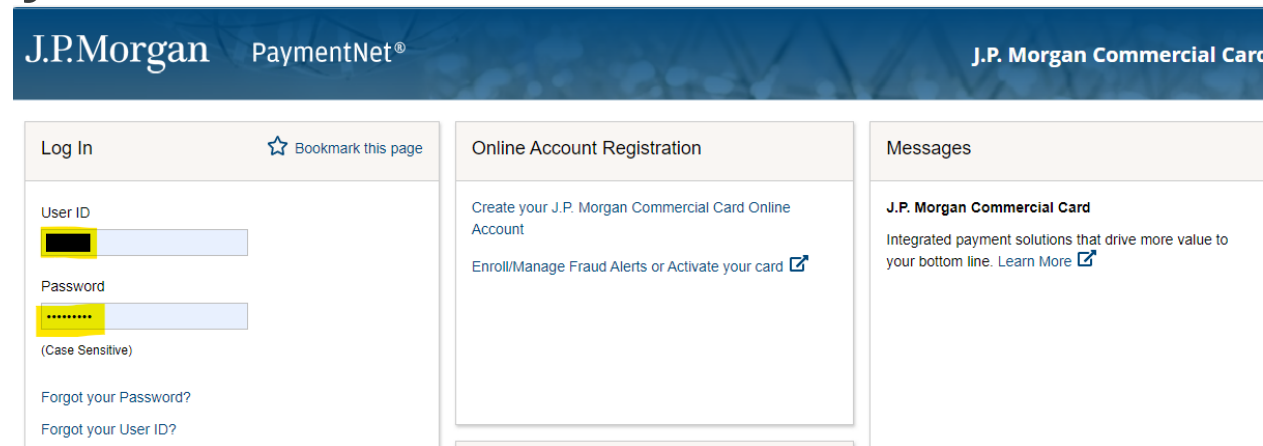
1

New Transactions

2

When a transaction hits your account an Email is sent from PaymentNet: New transactions for Review

Click on the link provided <https://www.paymentnet.jpmorgan.com> to sign in with your User ID and Password



The screenshot shows the J.P. Morgan PaymentNet login interface. At the top, there is a dark blue header with the J.P. Morgan logo, the text "PaymentNet®", and "J.P. Morgan Commercial Card". Below the header, the page is divided into three main sections. The left section is titled "Log In" and contains a "Bookmark this page" link, a "User ID" field with a yellow highlight, a "Password" field with a yellow highlight and "(Case Sensitive)" text below it, and links for "Forgot your Password?" and "Forgot your User ID?". The middle section is titled "Online Account Registration" and contains the text "Create your J.P. Morgan Commercial Card Online Account" and a link "Enroll/Manage Fraud Alerts or Activate your card" with an external link icon. The right section is titled "Messages" and contains the text "J.P. Morgan Commercial Card" and "Integrated payment solutions that drive more value to your bottom line. Learn More" with an external link icon.

New Transactions Continued

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Choose “Get Access Code” or “I have an access code”.

J.P.Morgan PaymentNet® **J.P. Morgan Commercial Card**

Register Computer

We take security seriously. An access code helps us verify your identity and keep your account safe. Click the button "Get Access Code" to receive an email with the information that you will need to access your account.

[Get Access Code](#)

[I have an access code](#)

Help Desk

[Help with this page](#)

[General Log In Help](#)

[Return to Log In Page](#)

Tips

- An access code will be sent to the email address in your profile. It should arrive within a few minutes.
- If you are having problems, you can call the number on the back of your J.P. Morgan Commercial Card for assistance.

New Transactions Continued

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Go to your email and copy your access code and paste it in the Access Code box, enter password, and choose the appropriate radio button to register or not register the computer being used.

The screenshot shows the 'Register Computer' page on the J.P. Morgan PaymentNet website. The page has a blue header with the J.P. Morgan logo and 'PaymentNet®' on the left, and 'J.P. Morgan Commercial Card' on the right. Below the header, the title 'Register Computer' is displayed. The main content area contains a security notice, a message stating 'An email was sent to K...e@noc.edu with your access code', an 'Access Code' input field with the value '85958539', a 'Get Another Access Code' button, a 'Password' input field with masked characters, and 'Registration Options' with two radio buttons. The first option, 'Register my computer', is selected. To the right of the main form is a 'Help Desk' section with links for 'Help with this page', 'General Log In Help', and 'Return to Log In Page', followed by a 'Tips' section with two bullet points.

J.P.Morgan PaymentNet® J.P. Morgan Commercial Card

Register Computer

We take security seriously. An access code helps us verify your identity and keep your account safe. Click the button "Get Access Code" to receive an email with the information that you will need to access your account.

All Fields are Required.

An email was sent to K...e@noc.edu with your access code.

Access Code
85958539

Get Another Access Code

Password

Registration Options

☒ Register my computer Please choose this option if you are on a **private** computer.

☐ Do not register this computer Please choose this option if you are on a **public** or **shared** computer. Be sure to sign out and close all browser windows when you have finished your session.

Help Desk

Help with this page

General Log In Help

Return to Log In Page

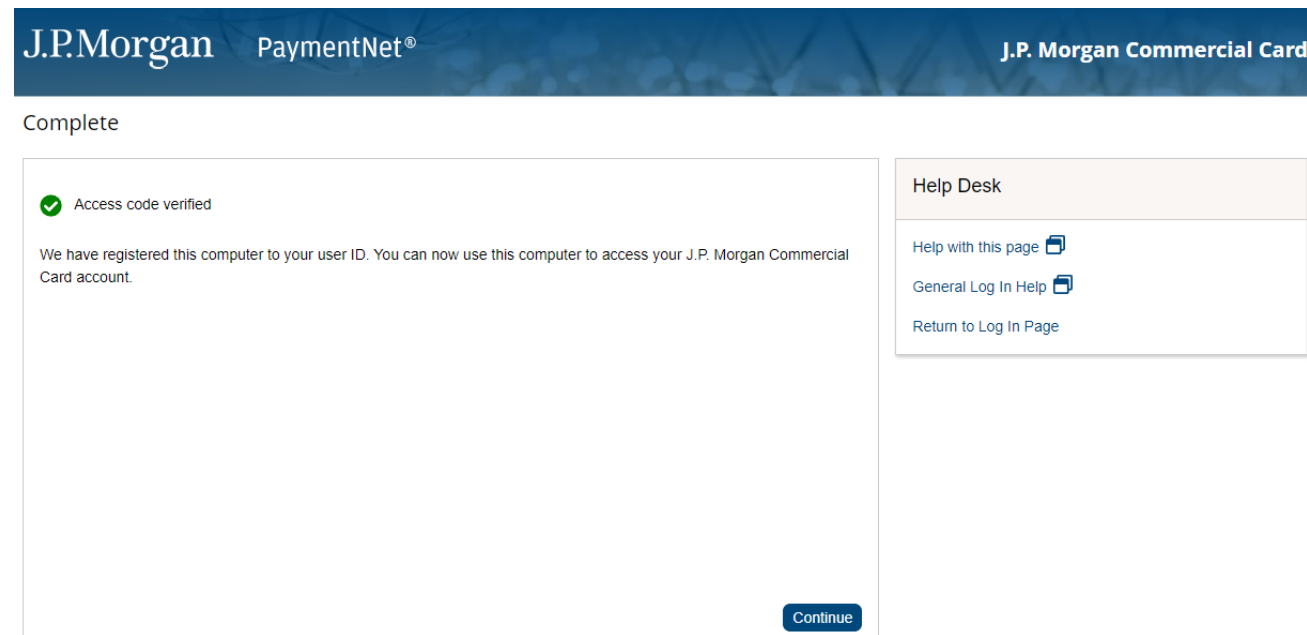
Tips

- An access code will be sent to the email address in your profile. It should arrive within a few minutes.
- If you are having problems, you can call the number on the back of your J.P. Morgan Commercial Card for assistance.

New Transactions Continued

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You will see this screen when you successfully registered your computer.



The screenshot shows the J.P. Morgan PaymentNet interface. At the top, a dark blue header bar contains the J.P. Morgan logo, the text "PaymentNet®", and "J.P. Morgan Commercial Card". Below the header, the word "Complete" is displayed. The main content area is divided into two columns. The left column features a green checkmark icon followed by the text "Access code verified". Below this, a message states: "We have registered this computer to your user ID. You can now use this computer to access your J.P. Morgan Commercial Card account." At the bottom of this column is a blue "Continue" button. The right column is titled "Help Desk" and contains three links: "Help with this page" (with a document icon), "General Log In Help" (with a document icon), and "Return to Log In Page".

New Transactions Continued

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When a charge hits your account, it will appear under “Transaction Activity”. Click on the blue hyperlink “View”.

The screenshot displays the J.P. Morgan PaymentNet user interface. At the top, the header includes the J.P. Morgan logo, the text "PaymentNet®", and links for "Contact", "My Profile", and "Log Out". Below the header is a navigation bar with links for "Home", "Transactions", "Statements", "Reports", "My Accounts", "Payments", and "Help".

The main content area is titled "Welcome" and features a "One Card (...2902)" section. Below this is an "Account Summary" table with the following data:

Account Summary		View Details
Credit Limit	\$5,000.00	
Current Balance ⓘ	\$0.00	
Available Credit ⓘ	\$5,000.00	

Below the account summary is a "Transaction Activity" section, which is highlighted with a yellow background. It contains a table with the following data:

Transaction Activity		
Current Billing Cycle Transactions ⓘ	\$0.00	View
Authorizations	0	View
Declines	0	View
Transactions for Review (Last 60 days)	0	View

To the right of the transaction activity table is a "1 Message" section with a "Read All" link. The message is titled "NEW! Reminder of Events Upcoming in Next 2 Weeks:" and lists "1. Friday, May 10th to Sunday, May 12th". It includes a "Read More..." link and a "Posted: May 02, 2024" timestamp.

Below the message is an "Items Awaiting Your Action" section.

New Transactions Continued

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Or click the tab “Transactions” then “Manage”. Click on the blue hyperlink under transaction amount.

The screenshot displays the J.P. Morgan PaymentNet interface. At the top, the header includes the J.P. Morgan logo, the PaymentNet® name, and links for Contact, My Profile, and Log Out. Below this is a navigation bar with tabs: Home, Transactions, Statements, Reports, My Accounts, Payments, and Help. The main section is titled "Transaction List" and features a "New Query" section with a "Look For..." dropdown, a search input field, and "Go" and "Advanced Query" buttons. There are also "Save" and "View Statement" buttons. A "Filter By" dropdown is set to "Last 30 Days - System (All Accounts)", with a "Set as Default Query" button and a "Customize Columns" link. The transaction list table has columns: Account Number, Cardholder First Name, Cardholder Last Name, Transaction Amount, Post Date, Transaction Date, and Merchant. A single transaction is listed with a blue link icon and a dollar sign next to the account number, a masked cardholder name, a transaction amount of \$30.47 (highlighted in yellow), a post date of 04/19/2024, a transaction date of 04/18/2024, and a merchant code of AMZT. Below the table, it shows "0 of 1 Selected" and a row of action buttons: Mass Update, Review, Approve, Reject, Upload Receipts, and Export All. The footer contains the PaymentNet® logo, links for Privacy Policy & Disclosures, Terms & Conditions, and Security Best Practices, and a copyright notice for 2024 JPMorgan Chase & Co.

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[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#) [Payments](#) [Help](#)

Transaction List New Query Look For... Go Advanced Query

Save View Statement

Filter By Last 30 Days - System (All Accounts) Set as Default Query [Customize Columns](#)

☐	Account Number	Cardholder First Name	Cardholder Last Name	Transaction Amount	Post Date	Transaction Date	Merchan
☐	\$ *****2902			\$30.47	04/19/2024	04/18/2024	AMZT

0 of 1 Selected

Mass Update Review Approve Reject Upload Receipts Export All

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New Transactions Continued

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Under Accounting Codes:

- Choose from drop down menu “NOC COA”
- Search or type in your Account Number.
- Identify the charge in Transaction Notes.
- Click Receipts

New Transactions Continued

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J.P.Morgan PaymentNet® [Contact](#) [My Profile](#) [Log Out](#)

[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#) [Payments](#) [Help](#)

Transaction Detail - General Information [Return to Transaction List](#)

[General Information](#) **[Receipts](#)** [Addendum](#) [History](#) 1 of 1

[Save](#) [Dispute](#)

* Required Fields

Transaction Information	Approval Status – Approved
Settlement Method Commercial Card	Reviewed Roice, Kimberlee ☒
Transaction Type Purchase	Approval 1 Biggs, Audra ☒
Cardholder Name [REDACTED]	Accounting Codes
Account Number *****2902	Chart of Accounts NOC COA
Transaction Date 04/18/24	Account Number* 290-16030-1600-5-30200-01
Post Date 04/19/24	Add as Favorite Delete Favorite
MCC 5942	Transaction Custom Fields
Merchant AMZN MKTP US	Transaction Notes
Merchant Location AMZN.COM/BILL, WA, US	Office Supplies
Original Merchant AMZN MKTP US*JA2902063	
Parent Merchant AMZN MKTP US	2985 characters remaining.
Customer Code AMZN.COM/BILL, WA, US	

New Transactions Continued

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Click Attach Receipt

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[Contact](#) | [My Profile](#) | [Log Out](#)

Home Transactions Statements Reports My Accounts Payments Help

Transaction Detail - Receipts

Return to Transaction List

General Information

Receipts

Addendum

History

1 of 1

To upload receipt image files from your computer, select "Attach Receipt". The acceptable file formats are PDF, JPG, GIF, TIFF or PNG, and each file cannot exceed 5MB.

Attach Receipt

☐ Receipt NameFile TypeFile SizeDescriptionReceipt AmountReceipt CurrencyReceipt DateUpload Date

New Transactions Continued

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Fill in “All boxes” and click upload receipts

Upload Receipt

* Required Fields

Select File *

C:\fakepath\113-0309861-1429

Browse...

Receipt Name *

113-0309861-14290 19

Receipt Date

4/16/24



(MM/DD/YYYY)

Receipt Description

Office Supplies

Receipt Amount

30.47

Currency

USD

▼

Cancel

Upload Receipt

New Transactions Continued

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Click on General Information

J.P. Morgan PaymentNet® [Contact](#) | [My Profile](#) | [Log Out](#)

[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#) [Payments](#) [Help](#)

Transaction Detail - Receipts [Return to Transaction List](#)

General Information | Receipts | Addendum | History 1 of 1

To upload receipt image files from your computer, select "Attach Receipt". The acceptable file formats are PDF, JPG, GIF, TIFF or PNG, and each file cannot exceed 5MB.

[Attach Receipt](#)

☐	Receipt Name	File Type	File Size	Description	Receipt Amount	Receipt Currency	Receipt Date	Upload Date
☐	113-0309861-1429019	PDF	0.030MB	Office Supplies	40.76	USD	04/16/2024	04/22/2024
☐	113-0309861-14290 19	PDF	0.030MB	Office Supplies	30.47	USD	04/16/2024	05/03/2024
☐	113-0309861-14290 2	PDF	0.030MB	supplies	40.76		04/16/2024	05/03/2024

0 of 3 Selected

[Download Selected](#)

1 of 1

New Transactions Continued

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Click Reviewed (need to swap out this approved status that shows only my name) This will notify the approver for them to approve.

The screenshot displays the J.P. Morgan PaymentNet web application. At the top, the header includes the J.P. Morgan logo, the text "PaymentNet®", and links for "Contact", "My Profile", and "Log Out". Below this is a navigation bar with links for "Home", "Transactions", "Statements", "Reports", "My Accounts", "Payments", and "Help". The main content area is titled "Transaction Detail - General Information" and includes a "Return to Transaction List" link. A tabbed interface shows "General Information" as the active tab, with other tabs for "Mass Update Requests", "Receipts", "Addendum", and "History". On the left side of the "General Information" tab, there are buttons for "Save", "Dispute", "Query", and "Authorizations/Declines". The "Transaction Information" section on the left lists: "Settlement Method: Commercial Card", "Transaction Type: Purchase", "Cardholder Name: [REDACTED]", and "Account Number: *****2902". The "Approval Status - Approved" section on the right shows a "Reviewed" status with a dropdown menu currently set to "Reviewed" (indicated by a yellow highlight) and an "Approval 1" status with a dropdown menu set to "Approved" (indicated by a checkbox). Below this is the "Accounting Codes" section, which includes a "Chart of Accounts" dropdown menu currently set to "NOC COA".

New Transactions Continued

The first working day of the month, print statement and attach original invoices with your signature and take to Audra Biggs.

J.P.MorganPaymentNet®

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[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#) [Payments](#) [Help](#)

Statement Detail

Account Number

*****2902

Billing Date

04/30/2024

Due Date

05/14/2024

Statement Amount

\$30.47 (Pay)

Account Name

Credit Limit

\$5,000.00

Available Credit

\$5,000.00

Cash Limit

\$0.00

Cash Available

\$0.00

To request accessible statements, please call 1-800-316-6056

View Statement (PDF)

Post Date	Tran Date	Reference	Description	City	State/Prov	MCC	Amount
\$ 04-19-2024	04-18-2024	24692164109104244493877	AMZN MKTP US	AMZN.COM/BILL	WA	5942	\$30.47

New Transactions Continued

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J.P.Morgan
JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER 4485-0201-2153-0902
STATEMENT DATE 04-30-24
NET CHARGES \$30.47

KIMBERLEE ROICE
NORTHERN OK COLLEGE
1220 E GRAND AVE
ATTN CARMEN TETIK
TOKAWA OK 74653-4022

** 0000000

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: KIMBERLEE ROICE CYCLE LIMIT: \$5,000
ACCOUNTING CODE:

CARDHOLDER ACTIVITY				
Purchasing Activity				
POST DATE	TRAN DATE	REFERENCE NUMBER	TRANSACTION DESCRIPTION	AMOUNT
04-19	04-18	24692164109104244493877	AMZN MKTP US*JA2902063 AMZN.COM/BILL WA P.O.S.: MADISON PRINCE 04 SALES TAX: 0.00	30.47
TOTAL PURCHASING ACTIVITY				30.47

FOR CUSTOMER SERVICE CALL: 1-800-316-6056	ACCOUNT NUMBER XXXX-XX01-2153-2902	ACCOUNT SUMMARY
FOR LOST/STOLEN CARDS CALL: 1-800-316-6056	STATEMENT DATE: 04/30/24	PURCHASES & OTHER CHARGES 30.47
FOR TTY/TDD SERVICE CALL: 1-800-955-8060		CASH ADVANCE 00
		CREDITS 00
		CASH ADVANCE FEE 00
		NET CHARGES \$30.47
		DEBIT AMOUNT 00

SEND BILLING INQUIRIES TO:
JPMORGAN CHASE BANK NA
COMMERCIAL CARD SOLUTIONS
P.O. BOX 2015
MAIL SUITE IL1-8225
ELGIN, IL 60121

PAGE 01 OF 1

Receipts

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- If the Receipt Imaging feature is enabled for your organization, you can upload scanned receipts and attach them to your transactions. You can attach receipts at any time, regardless of the transaction's approval or export status. There is no limit to the number of receipts a transaction can have.
- Receipt images are available to view in PaymentNet immediately after they are uploaded and are retained for 3 years from the upload date. To receive an email notification when your receipts are available to view, enable the Receipt Images Attached email notification in your profile.

Receipts - Upload

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Upload scanned receipts

1. Go to Transactions > Manage to view the Transaction List.
2. Upload your receipts:
 - For a single transaction, click the transaction amount. Go to the Receipts tab and click Attach Receipt.
 - For multiple transactions, select them in the Transaction List and click Upload Receipt.

Receipts - Upload Continued

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Upload scanned receipts Continued

3. Click Browse, select a file to upload, and click Open. Only PDF, JPG, GIF, TIFF, and PNG file types are allowed, and the file must be no larger than 5 MB.
4. Provide the requested reference data, then click Upload Receipt. By default, the image file name is used as the receipt name; you can modify the receipt name but you cannot leave this field blank.

Receipts - Upload Continued

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5. Repeat these steps to upload additional receipts and attach them to the same transactions.

When the same receipts are attached to multiple transactions, each transaction will have its own copy of the receipts and the associated reference data.

You can remove receipts from one of the transactions or update the reference data without affecting the other transactions in the original group.

Receipts – View

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Transactions that have receipts attached are marked with a paper clip icon in the Transaction List.

- Click the icon to view a list of the receipts and the reference data on the Receipts tab.
- Click a receipt name to display the receipt image. Uploaded receipts are always displayed in PDF format, regardless of the format of the uploaded file.

Review Transactions

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Review transactions in the approval workflow Once transactions post to PaymentNet, users can begin the review and approval process. Cardholders review their transactions, and transaction approvers submit their approvals.

As a cardholder, you can review transactions within your Hierarchy ID and scope of view. For example, you might reconcile each transaction amount with a receipt or statement and then mark the transactions as Reviewed.

Review Transactions Continued

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To review multiple transactions at the same time, all the transactions must be in a hierarchy to which you have a scope of view.

To view a list of transactions that need to be reviewed, click the View link in the Transaction Activity panel of the Cardholder Dashboard.

Review Transactions – Review One

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1. Go to Transactions > Manage to view the Transaction List.
2. Find the transaction you want to review and click the transaction amount.
3. Review the transaction details and make any necessary changes.
4. Select the Review check box.
5. Click Save. The transaction is marked as Reviewed and, if applicable, forwarded to the appropriate approver.

Review Transactions – Review Multiple

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1. Go to Transactions > Manage to view the Transaction List.
2. Select the transactions you want to review.
3. Click Review. Transactions are marked as Reviewed and, if applicable, forwarded to the appropriate approver.

Split Transactions

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When editing a transaction, you can divide the information into multiple lines of accounting so that costs are allocated to the correct cost centers. This practice is known as adding lines or splitting a transaction. If your organization has defined custom accounting codes or Transaction custom fields, you can apply them to the individual line items as needed.

By default, Transaction custom fields are available for each line item; however, they can be configured so that they are not included in line items. If any of your Transaction custom fields have been set up this way, they can only be specified at the transaction level and will not be shown for line items.

Split Transactions Continued

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1. Go to Transactions > Manage to view the Transaction List.
2. Find the transaction you want to split and click the transaction amount.
3. In the Split Transactions settings, click Add Lines.
4. Enter the number of lines you want to add and click Add. The maximum number of lines is 300.
5. Enter the line item details in the fields that display.

Split Transactions Continued

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6. To reveal the accounting codes and custom fields for a single line item, click the plus sign. To display these fields for all line items at once, click Expand All.
7. To assign custom accounting codes to a line item, select a chart of accounts or a saved favorite from the Chart of Accounts list and specify the segment values.
8. Supply the values for any Transaction custom fields.

Split Transactions Continued

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9. Add or remove line items as needed:

- To add another line item, click Add and complete the line item fields in the new row.
- To remove a line item, click Delete and adjust the line item fields for the remaining rows.
- To remove all the line items from the transaction, click Remove Lines.

10. Click Save.

