Bates

J. P. Morgan Department Card Approver Reference Sheet

PaymentNet® is the online system for cardholders and their supervisors to monitor, code, and approve for processing, their J.P. Morgan credit card transactions. All transactions must be reviewed by the cardholder (or their appointee) online using PaymentNet®. Supervisors may then either approve these transactions online using PaymentNet® or by signing the Monthly Statement.

Logging on to PaymentNet®

- Sign on using the following URL: https://www.paymentnet.jpmorgan.com
- Enter Organization ID: **Bates55**
- Enter User ID: *Bates email prefix (generally). You may confirm with Program Administrator.*
- Temporary Password: **Garnet55**
- Select the **Remember my Organization ID** checkbox.

The first time you log on to PaymentNet® you will be asked to change your password. You must update for a new password or your account will be disabled.   Complete **the Select Authentication Questions** screen to establish atleast three and recommended five security questions and answers.

The first time you log on to PaymentNet® you will be doing so from an unregistered computer. The site will guide you through the registration process. Please note – three (3) failed log in attempts will deactivate your account. Please contact Program Administrator to reactivate.

Navigating PaymentNet®

Menu Bar listing modules you have access to (Transactions, Reports, Help, etc…)
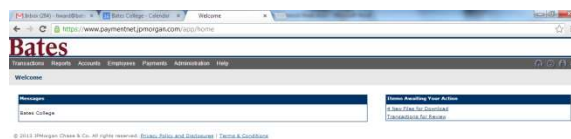
*Icons: **Home**, returns you to the Welcome screen; **Contact Information**, lists contact information; **My Profile**, directs you to your profile information; and **Logout** allows you to securely end your PaymentNet® session.*

Items Awaiting Your Action: Provides you quick links to key actions as; transactions to be reviewed.

Changing your Password

- From the main menu, select **My Profile** icon.
- Click **Change Password** link.
- Enter the **Old Password**.
- Enter and confirm the **New Password** (case sensitive).
- Click **Save**.

Supervisor Online Approval (by the 20th of each month)

- Once the cardholder has reviewed and coded a transaction, the transaction will then be available for approval by the supervisor.
- You may enter the **Transaction List** by either using the quick link on the **Home Page**, prompting **Transactions to Approve**, or by selecting **Transactions, Approve** from the **Menu Bar**.
- To **Mass Update** your approval, click the square box to the left of the transactions, then click **Mass Update** and **Approved.**
- To view and approve individual transactions, click on the transaction.
- You will be brought to a screen where the left side gives detailed transaction information; and the right side allows you to view/modify the **Accounting Code** for the transaction, the **Business Purpose** (required) and **Transaction Notes** if applicable. Review these attributes and ensure they are appropriate.
- To view the electronic receipt, click on the **Receipt** tab in the upper left hand corner. Click on the hyperlink for the receipt.
- Once you have reviewed the receipt, return to the **General** tab, click the box next to **Approved** then click the **Save** button at the top left side of the screen.