



## Logging on to PaymentNet4 for CTA users

### Initial Login Procedure

JPMC will send out 2 emails containing the username of your account, a temporary password, and a link to the new PaymentNet4. These will be sent once the new site is ready for use. We estimate these emails will be sent between February 5<sup>th</sup> and February 7<sup>th</sup>. (Note that these emails will only be sent to the employee listed under Email #1 and they are responsible for completing the initial login procedure).

Once you receive the emails from JPMC, click the link to access for the following site:

The screenshot shows a web browser window displaying the J.P. Morgan Commercial Card login page. The page has a blue header with the J.P. Morgan logo and the text 'J.P. Morgan Commercial Card'. The main content area is divided into three columns. The left column is titled 'Log In' and contains a 'Bookmark this page' link, an 'Organization ID' field, a 'Remember my Organization ID' checkbox, a 'User ID' field, a 'Password' field (noted as case sensitive), and links for 'Forgot your Password?' and 'Forgot your Organization ID or User ID?'. A 'Log In' button is at the bottom of this column. The middle column is titled 'Online Account Registration' and contains a link to 'Create your J.P. Morgan Commercial Card Online Account'. Below this is a 'Resources' section with links for 'First Time User Help', 'Log In Help', 'Training Center', and 'Customer Service'. The right column is titled 'Messages' and contains a welcome message: 'Welcome to J.P. Morgan Commercial Card Online.' The footer of the page includes copyright information for 2014 JPMorgan Chase & Co.

Step #1: Input the Organization ID (US01412), User ID, and temporary password and click login.

Step #2: You will be prompted to create your own password. Please not the password requirements box. Once completed, click "Next."

Step #3: Complete the email confirmation and click "Next."

Step #4: Answer at least 3 of the 5 security questions and click "Save." Please review your answers. If correct, click "Next."

Step #5: Each computer will need to be registered. Please review the information provide and click "Next."

Step #6: Thanks for completing the login procedure. Please click "Get Started."

For more detailed instructions see the PaymentNet 4 Day 1 Guide.