



## Registering the PC with an Access Code

After you have completed the initial login, if you access PNet 4 from a new computer or new web browsers you will be prompted to register the new machine. Here are the step by step instructions for completing the registration:

Once you login to the new machine, you may be prompted to input an **Access Code**. See below:

Register Computer

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

[Get Access Code](#)

[I have an access code](#)

Click on 'Get Access Code'. This will cause an email to be immediately sent to the email on file in PNet4 for your User ID. The email will contain the temporary Access Code to be used. An example can be found below of this email. **For CTA users, this email will be sent to the individual listed as email #1. The individual listed under email #1 is responsible for passing this information on to any other employee who is using the User ID and password to access JPMC.**

Subject: Your Machine Registration Request

Dear Cardholder's Name:

Here is the access code you need to complete the process of registering your computer.

Your access code is: XXXXXXXX

Next Steps

If you are currently in the process of registering your computer, then follow these steps:

1. Enter the access code provided above and your password into the appropriate fields
2. Select the appropriate Registration Option
3. Click Next

If you ended your session, then follow these steps:

1. Log in to PaymentNet at [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com)
2. Click the link "I have an access code"
3. Enter the access code provided above and your password into the appropriate fields
4. Select the appropriate Registration Option
5. Click Next

After you perform these steps, the computer registration process is complete and you can access your account.

If you did not make this access code request, please report this incident by calling the number on the back of your J.P. Morgan card.

Once you have received the access code via email from JPMC, you should now be able to continue to access PNet4. Enter the access code in the screenshot below and password associated with the User Id. Be sure that you are completing this task on the computer you want to register for access. **Important: Be sure you click the register this computer button!** This will avoid you having to complete this process again the next time you login to PNet4. For more information, see the body of the email containing the access code.

Register Computer

We take security seriously. An access code helps us verify your identity and keep your account safe. Click the button below to receive an email with the information that you will need to access your account.  
An email was sent to j.h@wsu.edu with your access code.

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.

This should finish the process, and you should see a screen to confirm this fact.

Complete

Access code verified

We have registered this computer to your user ID. You can now use this computer to access your J.P. Morgan Commercial Card account.

Click 'continue' and you will see the homepage of PNet 4.

**This process is one time per computer and per browser. If you clear your cookies, you will be asked again to reestablish your deleted cookie.**

**Please contact Travel Services with questions or concerns. We can centrally fix anything that comes up to ensure you receive access. This includes resetting passwords, updating email addresses on file, and other account needs. We understand that this causes a bit of an inconvenience, but this process is necessary to ensure we remain compliant with JPMC security and continue to be able to issue department cards.**

**PLEASE LET US KNOW IF YOU HAVE AN EMPLOYEE LISTED AS EMAIL #1 WHO NEEDS UPDATING!!**

Questions? Contact Travel Services: <http://www.wsu.edu/travel/contactus.htm>