

How to Login

This Handout Covers:

- PaymentNet 4 Website
- Logging In
- First Time Logging In
- Registering the PC with an Access Code
- Logging Out

PaymentNet 4 Website

www.paymentnet.jpmorgan.com

- Bookmark this page

NOTE: It is recommended to only use Firefox as your web browser to run all PaymentNet 4 tasks.

Logging in

Organization ID = SEE BELOW

- us00922 (contains zeroes - not the letter “o”; it is not case sensitive)
 - For the Pcard program
- us01412 (contains a zero - not the letter “o”; it is not case sensitive)
 - For the CTA program

User ID = Your WSU ID Number

- This is new to PNet4 as a naming convention (i.e. first initial + last name) was previously used in Legacy.
- Length of time a USER ID can be inactive before it stops working = 185 days

Password = Use the password you created after your initial login

- This field is case sensitive.
- The system will remember the last 5 passwords used/saved, so you will need to change to a different password each time
- You are allowed 3 attempts at logging into a User ID. Any more than that and the system will lock the User ID out, and you will need to contact the Pcard ADMIN team to reset it.
- If this is your first time logging in, use the provided temporary password for your initial login.
 - If successful, you will be immediately taken to a Password Reset screen to make a new password.
 - See **First Time Logging In** below for details.
- Trouble?
 - At the bottom of the login screen there are links for forgotten passwords and/or User IDs.
 - For any other issues, please contact the Purchasing Dept with Questions/Errors [HERE](#)

IMPORTANT NOTES:

- If this is not your first time logging in, you will now be logged into PaymentNet 4 at this point and should see the Welcome Page.
- *Access code* - You may be prompted to input an **Access Code**.
 - For details see [Registering the PC with an Access Code](#)

First Time Logging In**Step 1 – Generate a New Password**
Password requirements - Your new password must:

- Contain 1 letter
- Contain 1 number
- Have no special characters (i.e. *#_!@)
- Be between 8-25 characters long
- NOT be one of the last 5 passwords used for this User ID.

NOTES:

- Once issued, a temporary password will expire in 90 days if not used.
- If for any reason you do not finish the login process when using a temporary password (i.e. PC shuts off, leave your station, browser times out, etc...), then the next time you try that password, it will fail. The system will not allow you to login with a temporary password that has had a previous attempt on it.
 - You will need to have your password reset by the Pcard ADMIN team.
 - Send an email requesting this to: purchasing.card@wsu.edu

If successful, a screen will show up to confirm this. 'Continue' on to **Step 2**.

Step 2 – Confirm Email

System will ask you to verify if it has the right email address for contacting you.

- This is the email address all system notifications (including password resets) will go to, so ensure it is yours and 100% correct.
 - This should be the person who is logging in's Email (i.e. Reconciler, Approving Official, Auditor, etc...)
 - Please do not use a public domain email address from a department; use a personal WSU email address.
- Retype the address in the empty box and click on 'Next' to go to **Step 3**

Step 3 – Security Questions

First Time Log In Setup

1. Create Password 2. Confirm Email 3. Set Security Questions 4. Register Computer

Please answer at least three of the security questions below. Answers should be easy to remember for future password recovery. As a best practice, we recommend you answer all five security questions.

What is the name of the high school you attended?

What is your favorite flavor of ice cream?

What is the name of the city where you were born?

What was the model of your first car?

What is the name of your favorite movie?

Save

System will ask you to provide answers to 5 questions.

- Only 3 of the 5 questions need to be answered at this point in time, but answering all 5 is recommended.
- Responses are case sensitive. Be mindful of how you type it in.
- These can be edited in your PNet4 Profile, so these decisions are not set in stone in case you want to change any responses at a later time.
- These same questions will be asked of you later in case you forget your password.
 - When asked for these answers during a lost password situation, you will be asked for responses to any 2 questions that answers exist for.

When finished, the screen will recap your answers for verification. If everything looks correct, click 'Next' to go to **Step 4**.

Step 4 – Registering the PC you are Logging in with

First Time Log In Setup

1. Create Password 2. Confirm Email 3. Set Security Questions 4. Register Computer

Computer Registration

For security purposes, you are guided through a quick registration process when you log in from any unregistered computer. Access to the email address associated with your profile is required to complete this process.

Certain common events may require you to register your computer, including:

- Using a new computer or one you have not used before.
- Switching to a new browser or browser settings.
- Clearing the browser cookies.
- Modifying your computer operating system or software settings.
- Changes to system settings made by your internet provider or I.T. administrator.

If you are using a public or shared computer, close all browsers and clear the cookies after you log out.

Next

Each computer you use to access PaymentNet 4 will need to be registered once during the login process.

- This step does not involve any action other than clicking on 'Next'.
- Upon subsequent logins you may be asked to do this step over again through an *Access Code*.
 - For details see **Registering the PC with an Access Code** below

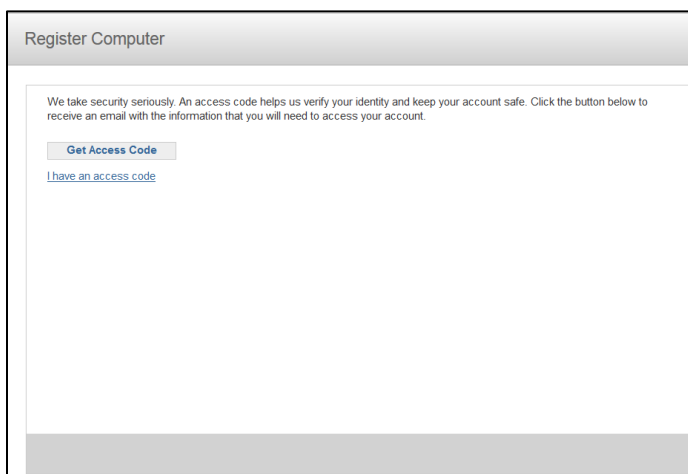
If successful with the First Time Log In process, a screen will show up to confirm this fact. Click on 'Get Started' to. You should now be back at the initial login screen and will need to login with the password you just created, and on the computer you just verified. Go back to the beginning of this Handout ([How to Log in](#)) for help on logging in from this screen.

Registering the PC with an Access Code

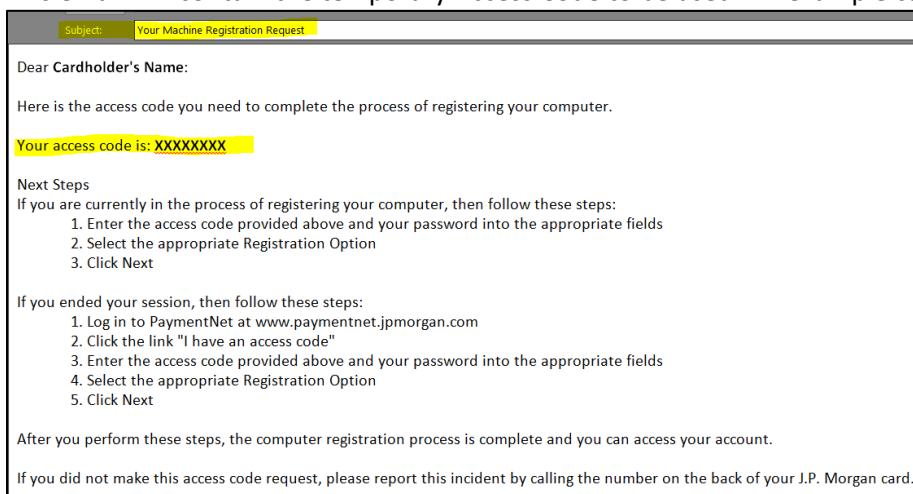
If you have logged into the computer you are currently using once before and have also done any of the following:

- Have logged in on another machine with the same User ID you are using on this machine
- Are using a different web browser (i.e. IE → Firefox) from one you have already verified
- Have cleared your cache/cookies from your browser

You may be prompted to input 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. This email will contain the temporary Access Code to be used. An example can be found below of this email.



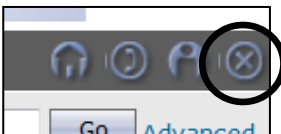
Take this code back to the screen that PaymentNet 4 should now be on (see below) or if you need to login again, notice on the first screen shot there is a link that says "I Have an Access Code". Input the code as shown in the email, use your normal PNet 4 login password, then choose the appropriate final box, and finally click on 'NEXT' when you are ready.

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

Click 'Continue' to be fully logged into PNet4.

Logging Out

Always log out when done, do not just close the browser. Use the 'X' icon in the top right corner of the program.



This will ensure that your access cannot be used to look up information after you have stopped using the site. If you just close the browser, your access can possibly be hijacked and compromised.

JPMC Links on Topic:

- [Logging in - Quick Reference Guide](#) (all-inclusive guide)
- [Logging in for the first time](#)
- [Logging in with a temporary password](#)
- [Logging In from an Unregistered Computer](#)
- [Forgot Your Password?](#)
- [Computer Registration](#)