State J.P. Morgan Chase Procurement Card Online Statement Access Instructions

To access your monthly billing statement and J.P. Morgan Commercial Card Account, please log on to PaymentNet at https://www.paymentnet.jpmorgan.com

The link to enroll and activate your new cards is located just below the text **Online Account Registration** inthe middle of the PaymentNet page. Prior to accessing the self-registration link, it is important to have the following information available:

1. Full 16-digit card number
2. Account name, (your name) exactly as it appears on the face of the card
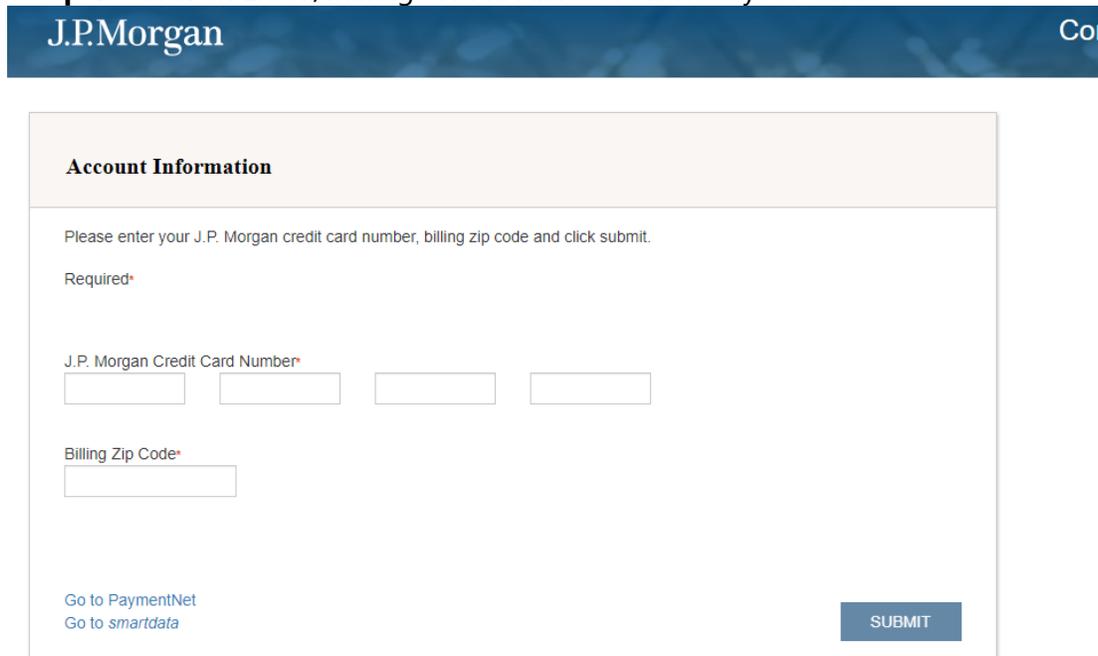3. Account address, exactly as it appears on the insert on which your card was affixed

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Eight Steps to PaymentNet® Card Activation:

Step 1: Click on Enroll/Manage Fraud Alerts or Activate your Card.

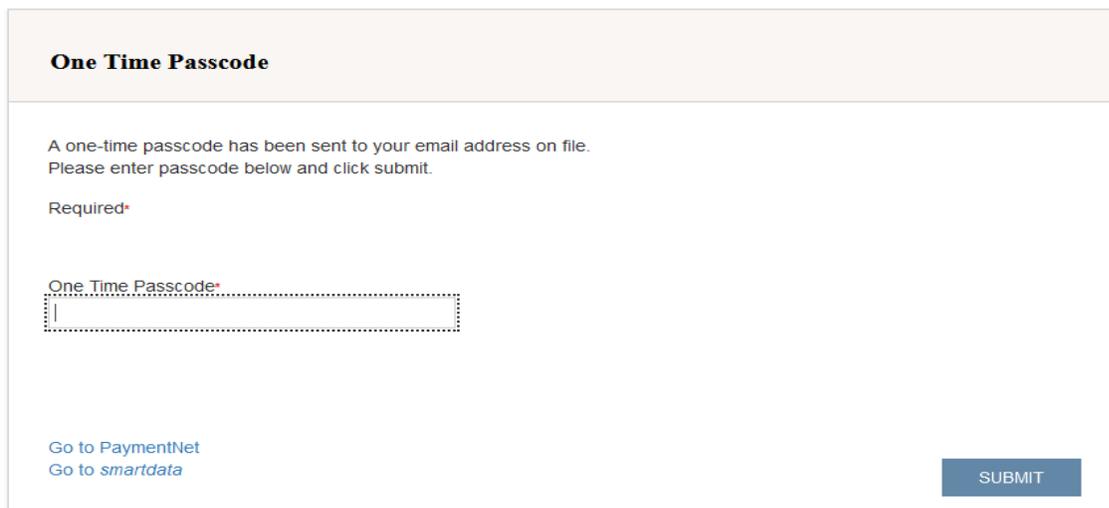J.P.Morgan   Con

Account Information

Please enter your J.P. Morgan credit card number, billing zip code and click submit.

Required*

J.P. Morgan Credit Card Number*

[   ]   [   ]   [   ]   [   ]

Billing Zip Code*

[   ]

Go to PaymentNet
Go to *smartdata*

SUBMIT

Step2: Enter account information exactly as it appears on your statement. The account information marked with an asterisk identifies required fields

Step 3: Select Submit to proceed after correctly entering your J.P. Morgan Chase Credit Card Number, and Billing Zip Code.

Step 4: Once the card details are entered correctly, you will prompted to enter a one-time passcode, that will be sent to your email address on file. Please enter the passcode from the email in the the space allocated for it and press submit.

One Time Passcode

A one-time passcode has been sent to your email address on file.
Please enter passcode below and click submit.

Required*

One Time Passcode*

[   ]

Go to PaymentNet
Go to *smartdata*

SUBMIT

Manage Your Card

Use this portal to activate your card, set pin and manage alerts. To set up mobile and email alerts, select from the buttons below or from the menu. Up to 6 alerts can be created.

Activate Card   **Mobile Alert**   **Email Alert**

Step 5: Click Activate Card (you can also set up any mobile or e-mail alerts at this time)

Step 6: Enter expiration date

Activate Card

Enter expiration date to activate your new card. When your account status displays as "Active", you may use your new card. If this is a replacement card, activating your new card will disable your current card.

Required*

Card Expiration Date*

[   ]

ACTIVATE   CANCEL

Step 7: Set up your desire Personal Identification Number (PIN) for your card.

If you do not wish to set a PIN code, click cancel**.**

Set Pin

Set your Personal Identification Number here. If you do not wish to set a PIN, click cancel. Your Personal Identification Number (PIN) is used for validating electronic transactions, such as at chip terminals that require your 4-digit identification code, or for ATM transactions.

Required*

4-Digit Number*

[   ]

Re-enter 4-Digit Number*

[   ]

SET PIN   CANCEL

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How to register at J.P. Morgan Chase (If not already registered)

1. Got to www.paymentnet.jpmorgan.com
2. Click on "Create your J.P. Morgan Commercial Card Online Account

3. Enter 16-digit account number and Access Code 1 (Last 4 of SUNY ID, written on front of envelope)
4. Select an additional option
    1. Access Code 2 – First 4 of billing zip code
    2. Business Phone Number

    -After filling in the necessary information for one of the two options. Hit Next

5. Create New User ID
6. Receive e-mail with User ID and temporary password
7. Return to login screen www.paymentnet.jpmorgan.com
    1. Enter username and temporary password
8. Will then be prompted to create new password
9. Confirm e-mail address
10. Set Security Questions
11. Complete Registrations

How to View and Print Statements

1. Click the Statements option on the PaymentNet menu bar.

2. If you have more than one account, use the For Account list to view the statement for another account.

3. To view the statement for a billing cycle other than the current cycle, select a date from the Billing Date list.

4. Click View Statement (PDF).

5. When prompted, indicate whether you want to open the statement in a new browser tab or save a local copy. Use your Adobe PDF viewer to print the statement if desired.

You can also set up a statement reminder so that you receive an email notification when your account statement is ready to view.

1. Click the My Accounts option on the PaymentNet menu bar.

2. On the My Account List screen, select the Statement Reminder check box for the account.

3. Click Save.