P Card

1. Navigate to [https://www.paymentnet.jpmorgan.com](https://www.paymentnet.jpmorgan.com)
2. Login with your account information; i.e., Enter Organization ID, User ID and Password.
3. For the first time, when you login from a new system, it asks for an Access code as shown below:
4. Click on ‘I have an access code’ if you’ve it and enter the access code; else click on ‘Get Access Code’.
5. If you click on ‘Get Access code’, an e-mail will be sent to the e-mail address supplied as shown below:
6. Enter the Access Code (received through e-mail) and Password.
7. Select the appropriate Registration Option and hit ‘Continue’.
   You’ll see the below screen.

8. Click on ‘Continue’.
9. Navigate to ‘Transactions’ tab and then select ‘Query’ from the list of options.
10. The below screen appears after step 9.

11. Enter the ‘Date Range’, ’criteria’, 'Hierarchy' and other fields. It’s not mandatory to enter all the filed values, ‘Date Range’ alone would work.
In this example, Field is set to ‘Transaction Date’, Operation to ‘Is Between’ and supplied with a date range.

12. Click on ‘Process’, a screen with ‘Processing’ is displayed.

13. Transaction list is displayed as shown.

14. Select the transactions according to the requirement and click on ‘Export’.
If you want to export all pages click on ‘Select all pages’.

15. Name the file and hit ‘Process’.

16. Now, status will be the export process is ‘submitted’.

17. Click on ‘Refresh’ and check for the status to be ‘Successful’.
18. Click on ‘Demo.txt’

19. A text file will be downloaded.
20. Open the text file, ‘Select All’ then ‘copy’.
21. Open a new excel sheet, ‘Select All’ and then paste’.
22. All the transactions can be seen in the excel sheet now.