

# P Card

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1. Navigate to <https://www.paymentnet.jpmorgan.com>
2. Login with your account information; i.e., Enter Organization ID, User ID and Password.  
[/www.paymentnet.jpmorgan.com/auth/public/app?TYPE=33554433&REALMOID=06-27bde77d-d58](https://www.paymentnet.jpmorgan.com/auth/public/app?TYPE=33554433&REALMOID=06-27bde77d-d58)

**J.P.Morgan**

**Log In** [★ Bookmark this page](#)

Organization ID  
US64178

Remember my Organization ID

User ID  
auditor

Password  
.....

**Online Account Registration**

Create your J.P. Morgan Commercial Card Online Account

**Resources**

First Time User Help

3. For the first time, when you login from a new system, it asks for an Access code as shown 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](#)

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:

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 D...I@UTOLEDO.EDU with your access code.

Access Code

[Get Another Access Code](#)

Password

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.

Complete

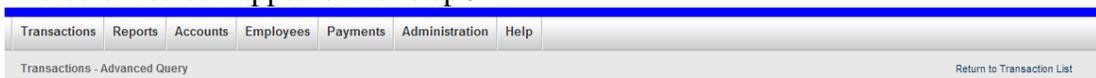
 Access code verified

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

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.



The screenshot displays the 'Advanced Query' form interface. At the top, there are 'Process' and 'Reset' buttons. Below them is a 'Required Fields' section with a 'Query' dropdown menu set to '(New Query)'. The 'Date Range' section contains a table with columns for 'Field', 'Operation', and 'Value'. The first row has 'Post Date' in the Field column, 'Is Relative' in the Operation column, and 'Last Days' in the Value column with a value of '30'. An 'Add' button is to the right. The 'Criteria' section has a similar table with 'Account Number' in the Field column and 'Begins With' in the Operation column. A 'Delete' button and an 'Add' button are to the right. The 'Hierarchy' section is currently empty. At the bottom right, there is an 'Include Children' checkbox.

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.

Process Reset

\* Required Fields

Query (New Query) ▼

Date Range

	Field	Operation	Value	
1	Transaction Date	Is Between	03/03/2014 and 03/20/2014	Add

Criteria

	Field	Operation	Value	
1	Account Number	Begins With		Delete Add

Hierarchy

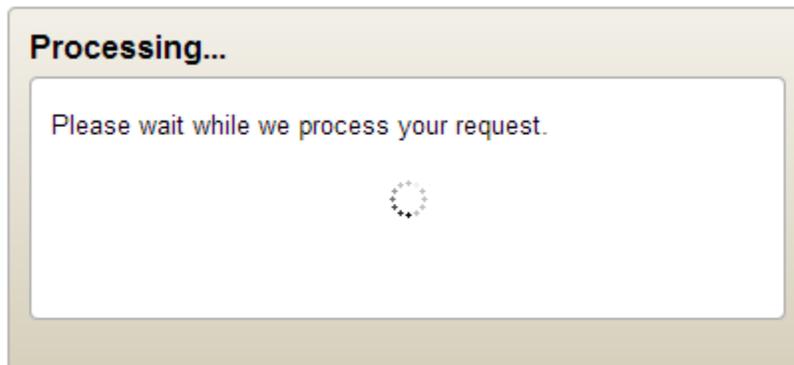
Include Children

Add

Order By

In this example, Field is set to 'Transaction Date', Operation to 'Is Between' and supplied with a date range.

- Click on 'Process', a screen with 'Processing' is displayed.



- Transaction list is displayed as shown.

Transactions Reports Accounts Employees Payments Administration Help

Transaction List New Query Look For... Go Adv

Query results were limited to 10,000 rows. Press Select All Pages and then press Export to view all the results.

Select All Pages Clear All Pages Save Vie

	Exported	Approval Status	Transaction ID	Parent Merchant Name	Transaction Amount	Post Date	Cardholder Last Name	Cardholder First Name	Accounting Code Values
		Reviewed	1324689627001	GUY BROWN PD#N#607331	\$300.66	03/21/2014	STASA	JOAN	COA - US64178 1 10 100 10000 A
		New	1324689627001	GUY BROWN PD#N#607331	\$248.14	03/21/2014	LEWANDOWSKI	TERRI	COA - US64178 1 20 209 20904 A
		New	1324689628001	HAR#HARVARD BUSNSS SCH	(\$35.43)	03/21/2014	MILLER	DARLENE	COA - US64178 1 20 208 20800 A
		New	1324689625001	HAR#HARVARD BUSNSS SCH	\$350.00	03/21/2014	MILLER	DARLENE	COA - US64178 1 20 208 20800 A
		New	1324689624001	TTI MAUMEE EQUIPMENT I	\$43.01	03/21/2014	BURHANS	NANCY	COA - US64178 1 20 221 18012 X
		New	1324689623001	DR#NUANCE	(\$5.25)	03/21/2014	BROWN	LAURA	COA - US64178 1 20 208 20802 A
		New	1324689622001	SOCIETY FOR DISABILITY	(\$225.00)	03/21/2014	BEN MOSHE	LIAT	COA - US64178 1 20 215 21500 1
		New	1324689621001	GRADKOWSKI SPORTS	\$28.86	03/21/2014	SCHISSLER	STEVE	COA - US64178 1 20 228 13008 A
		New	1324689620001	BITA BIT TOI FNO	\$67.80	03/21/2014	DEVOL DEP	ALISON	COA - US64178 1 20 208 20800 A

- Select the transactions according to the requirement and click on 'Export'.

Select All Pages Clear All Pages

(New Query) Save Query

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exported	Approval Status	Transaction ID	Parent Merchant Name	Transaction Amount	Post Date	Cardholder Last Name	Card
<input checked="" type="checkbox"/>						New	1324689624001	TTI MAUMEE EQUIPMENT I	\$43.01	03/21/2014	BURHANS	NANC
<input checked="" type="checkbox"/>						New	1324689623001	DRIFNUANCE	(\$5.25)	03/21/2014	BROWN	LAUR
<input type="checkbox"/>						New	1324689622001	SOCIETY FOR DISABILITY	(\$225.00)	03/21/2014	BEN MOSHE	LIAT
<input type="checkbox"/>						New	1324689621001	GRADKOWSKI SPORTS	\$28.86	03/21/2014	SCHISLER	STEV
<input type="checkbox"/>						New	1324689620001	PITA PIT TOLEDO	\$67.80	03/21/2014	DEVOLDER	ALISC
<input type="checkbox"/>						New	1324689619001	DELTA 0068271846196	\$25.00	03/21/2014	TAYLOR	SETH
<input type="checkbox"/>						New	1324689618001	CIRCLE K 05645	\$5.04	03/21/2014	BULLIMORE	DOUG
<input type="checkbox"/>						New	1324689617001	ENTERPRISE RENT-A-CAR	\$75.39	03/21/2014	BULLIMORE	DOUG
<input type="checkbox"/>						New	1324689616001	OHIO TURNPIKE	\$6.00	03/21/2014	BULLIMORE	DOUG
<input type="checkbox"/>						Reviewed	1324689615001	GUY BROWN PD*IN#619938	\$19.57	03/21/2014	SKOLMOWSKI	CHER
<input type="checkbox"/>						Reviewed	1324689614001	GUY BROWN PD*IN#619916	\$28.89	03/21/2014	SKOLMOWSKI	CHER
<input type="checkbox"/>						Reviewed	1324689613001	CMS COMMUNICATIONS INC	\$951.78	03/21/2014	SKOLMOWSKI	CHER
<input type="checkbox"/>						Reviewed	1324689612001	GUY BROWN PD*IN#599361	\$26.49	03/21/2014	JOVANOVIC	TRUD
<input type="checkbox"/>						New	1324689611001	VITOS 16	\$167.00	03/21/2014	PHIPPS	RACH
<input type="checkbox"/>						New	1324689610001	BOXWOOD TECH	\$525.00	03/21/2014	MURPHY	ANN
<input type="checkbox"/>						New	1324689609001	POCKET NURSE ENTERPRIS	\$12.38	03/21/2014	SEXTON	MART

Mass Update Reviewed Approved Export... 2 of 10000 Selected

If you want to export all pages click on 'Select all pages'.  
 15. Name the file and hit 'Process'.

Would you like to create an export of the transactions in this query?  
 Please enter information about the export file and click the "Process" button to export these transactions. Otherwise, click "Cancel" to return to the Transaction List screen.

\* Required Field

File format \*

Name \*

Compress output file

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

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically after 35 days. Ma

My Downloads Only

	Name	Category	Run By	Hierarchy ID	Created	Status	Mark as Successful
<input type="checkbox"/>	Demo	Export	--	--	03/24/2014 02:10:21 PM	Submitted	
<input type="checkbox"/>	cutri4test.txt	Export	--	--	03/24/2014 01:12:52 PM	Successful	
<input type="checkbox"/>	cutri3test.txt	Export	--	--	03/24/2014 01:09:56 PM	Successful	

17. Click on 'Refresh' and check for the status to be 'Successful'.

**Refresh** **Delete Selected**

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically a

My Downloads Only ▾							
	Name	Category	Run By	Hierarchy ID	Created	Status	Mark as Successful
<input type="checkbox"/>	Demo.txt	Export	--	--	03/24/2014 02:10:21 PM	Successful	
<input type="checkbox"/>	sub1/test.txt	Export	--	--	03/24/2014 04:13:53 PM	Successful	

18. Click on 'Demo.txt'

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view do

My Downloads Only ▾							
	Name	Category	Run By	Hierarchy ID	Created	Status	M
<input type="checkbox"/>	<a href="#">Demo.txt</a>	Export	--	--	03/24/2014 02:10:21 PM	Successful	

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.