

# PaymentNet® Mobile

## QUICK START GUIDE

### Welcome!

The PaymentNet® Mobile website provides access to your account balances and transactions. From your mobile device, you can view your account activity, including pending and posted transactions, or recent and pending payments, with the flexibility to sort information as needed.

To access PaymentNet Mobile, go to the following address in your mobile browser:

<https://m.jpmorgan.com/card>

Enter your user ID and password, and tap **Log In**.

**Note:** You must log in from a smartphone with the Android or Apple iOS operating system.

### Register Your Device

**Note:** Your account must be set up in PaymentNet before you can log in to PaymentNet Mobile.

The first time you log in to PaymentNet Mobile, you must register your device.

1. Tap **Get Access Code**. An access code will be sent to you by email.
2. Enter the access code and tap **YES** to register your device.
3. Tap **Next** to complete the registration process.
4. Tap **Continue** to review your account.

### Home Screen

#### Home Screen Elements

Screen Element	Description
Main Menu	Gives you access to the actions you can take.
Account Summary	Shows your credit limit, the amount of credit you have available, and your current balance.

PaymentNet Mobile Home Screen

The screenshot shows the 'Corporate Card (...1234)' home screen for John Cardholder. It features an 'Account Summary' section with a credit limit of \$20,000.00, available credit of \$16,204.46, and a current balance of \$2,905.43. Below this is a 'TRANSACTIONS' section with a 'Filter' button. The transactions list includes: 'IWheels Rental Car' (\$644.05), 'Great Harbor Hotel' (\$219.11), 'Pet Stop #1234' (\$26.95), 'IWheels Rental Car' (\$320.57), 'Grand Harbor Hotel' (\$739.72), and 'Green Airlines LLC' (\$367.89). At the bottom, there are buttons for 'Account Summary' and 'Help'.

*Home Screen Elements (continued)*


Screen Element	Description
<b>Transactions</b>	Lists your posted transactions and allows you to filter them by recent activity, current or previous statement, or merchant; also lets you view a list of transactions that have been declined.  If your organization uses the Receipt Imaging feature, you can also attach receipts to your transactions.
<b>Help</b>	Displays answers to frequently asked questions.

## Main Menu

When you tap the menu indicator  on the Home screen, the Main Menu displays and gives you access to the actions you can take.

These actions allow you to:

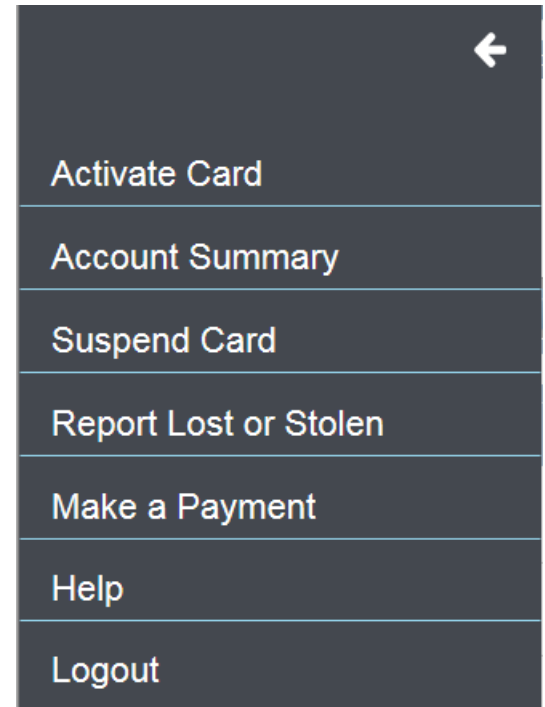
- Activate a new card
- Display your account summary
- Suspend your card temporarily or remove the suspension from your card
- Report a lost or stolen card
- Make a payment on your account and view a list of any scheduled payments (only if electronic payments are enabled for your organization)
- Review online help
- Log out

Tap the back arrow  to close the menu and return to the Home screen.

## Adding to Your Home Screen

To add PaymentNet Mobile to your home screen, complete the following steps on your mobile device.

- For Android: Add the page to your bookmarks. Within your bookmarks, tap and hold the Commercial Card Mobile site, then select **Add Shortcut to Home**.
- For iOS: Tap the Action icon and select **Add to Home Screen**. Then tap **Add**.


*Main Menu*

## Attaching Receipts to Transactions

You can attach receipts to a transaction, either by capturing an image with the camera on your phone or by uploading an image you have previously saved to your phone.

**Note:** If your organization does not use the Receipt Imaging feature, these functions will not be available to you.

To attach a receipt:

1. Tap a transaction in the Posted list.
2. Tap the Attach Receipt icon .
3. To capture an image with your phone camera, tap **Take Photo** and snap a photo of the receipt. Tap **Use Photo** to continue with this photo or tap **Retake** to take the photo again.

To use an image from your phone, tap **Photo Library**, locate the photo, and tap to select it.

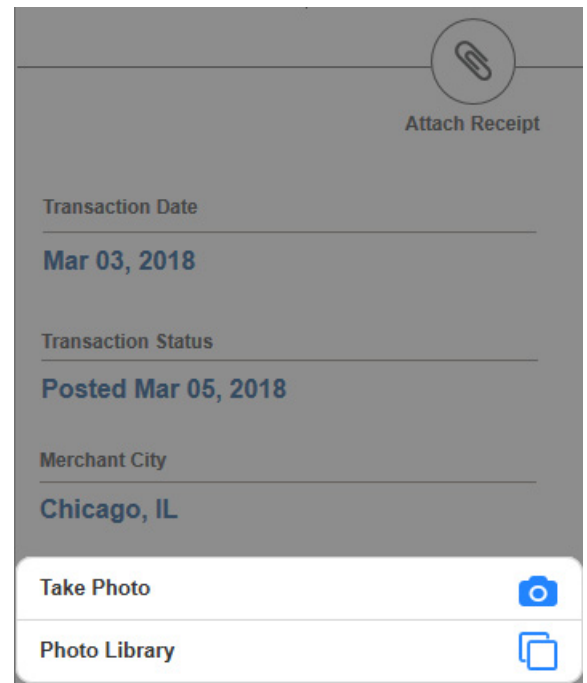
4. The amount, currency, and date found on the receipt are displayed. Enter a name for the receipt and optionally provide a description. Then tap **Attach Image**.

To attach additional receipts, repeat these steps. The total number of receipts is shown at the bottom of the Transaction Detail screen, along with links to the individual receipts. Each link shows the receipt name, description, and amount.

The receipts will be available for you to view in a few minutes. Tap a link to display the image.

You can choose to receive email notifications when your receipts are available to view. To receive these notifications, you must log in to PaymentNet on a non-mobile device, edit your profile, and select the Receipt Images Attached notification on the My Profile - General Information screen.

### Attach Receipt



Transaction Date  
**Mar 03, 2018**

Transaction Status  
**Posted Mar 05, 2018**

Merchant City  
**Chicago, IL**



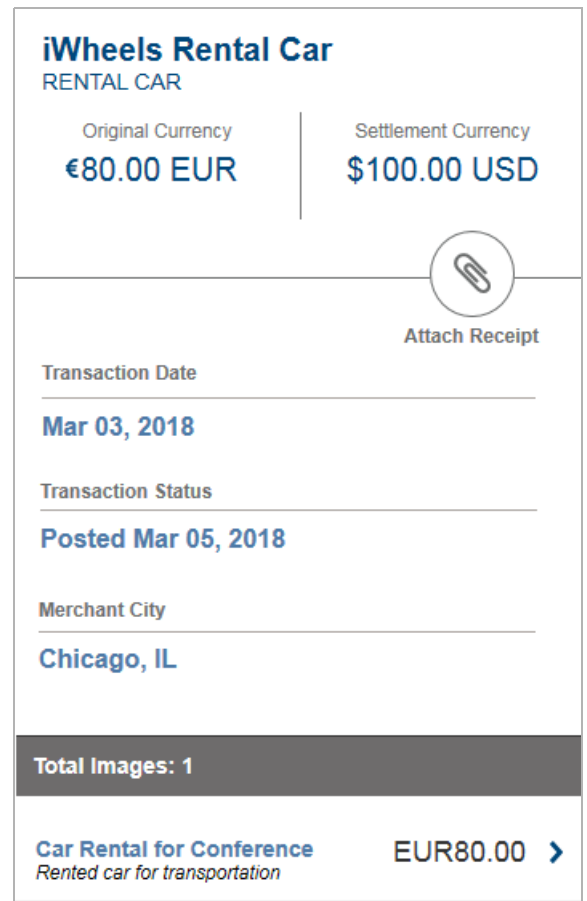
Take Photo 

Photo Library 

### Receipt List



**iWheels Rental Car**  
RENTAL CAR

Original Currency  
**€80.00 EUR**

Settlement Currency  
**\$100.00 USD**

Transaction Date  
**Mar 03, 2018**

Transaction Status  
**Posted Mar 05, 2018**

Merchant City  
**Chicago, IL**

Total Images: 1

**Car Rental for Conference** EUR80.00 >  
*Rented car for transportation*