Procurement Card Program
JPMorgan, Chase Bank
PaymentNet System
Quick Reference for Approving Officials

Account Manager Roles

- In PaymentNet, review and approve all cardholder transactions to ensure compliance
- Review supporting documentation: PaymentNet Statement of Account Report, detailed receipts, and Mastercard bank statement
- Review items purchased are appropriate
- Verify purchases were not split to avoid single limits
- If food purchase, make sure additional documentation is attached, explanations, meeting agenda, attendee list. Could the meeting have been scheduled at a different time as to not require food?
- Appropriate budget account string is charged

Chase Bank automated emails

As approvers are entered into PaymentNet, Chase Bank will send two separate automated emails. The first email contains the user’s login credentials and the second email contains the user’s password.

Login credentials email

To access your J.P. Morgan Commercial Card account(s):

1. From your computer, go to www.paymentnet.jpmorgan.com. Cardholders, from your mobile device, go to m.jpmorgan.com/card
2. Enter the following information:

   Organization ID: BOECBP5
   User ID: 0099999999

3. Enter your temporary password. For security reasons, your temporary password is sent in a separate email.
4. Click Log In and then follow the instructions to change your password and register.

For assistance with logging in, click the Log In Help link on the Log In screen.

NOTE: System may or may not prompt you to enter your Organization ID.

Password email

Dear Cardholder

We have created a temporary password for you to log in to your J.P. Morgan Commercial Card account(s).

Your temporary password is valid only once and you are required to create a new password after logging in.

Your temporary password is: ! password

To access your J.P. Morgan Commercial Card account(s):

1. From your computer, go to www.paymentnet.jpmorgan.com. Cardholders, from your mobile device, go to m.jpmorgan.com/card
2. Log in using your User ID and the temporary password
3. Follow the on-screen instructions to create a new password
Approving the Transaction

Go to J.P. Morgan’s PaymentNet Web site
www.paymentnet.jpmorgan.com

PaymentNet Login Information

- Enter the user’s 10 digit employee ID
- Enter the temporary PaymentNet password
- Enter boebcops as Organization ID

For users with more than one role select Transaction Approver

If available, use link to navigate to transactions

Select Transactions - Approve
Approving Official Online Review

On the General Information Tab

Select Filter By Waiting for My Approval

Select the Transaction Amount or $ of the line to open the transaction

Each tab must be reviewed before approving the transaction

Verify that Account number properly identifies the type of purchase

Review the Transaction Notes – required for all food and travel related expenditures and recommended for all
On the Receipts Tab

Verify the receipt is attached

Select the Receipt Name to open and view item detail

On the Addendum Tab

If supplied by the vendor – Line item detail will be listed

After all information has been reviewed and verified the transaction can be approved.

Approval box

The approval official can approve and save or reject. If reject is selected, provide a reason and an email is sent back to the cardholder to correct the error and resubmit.
Retrieving Prior Month Transactions

Transactions Tab
Transactions tab is used to review and allocate procurement card transactions.

Select Transactions - Manage

Select Advanced Query

Enter Date From and Date To

If you have access to more than one person limit the results