

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 organization ID, 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' option. The transactions list includes: 'IWheels Rental Car' (\$644.05, Mar 03, 2018), 'Great Harbor Hotel' (\$219.11, Mar 03, 2018), 'Pet Stop #1234' (\$26.95, Mar 03, 2018), 'IWheels Rental Car' (\$320.57, Mar 03, 2018), 'Grand Harbor Hotel' (\$739.72, Mar 08, 2018), and 'Green Airlines LLC' (\$367.89, Mar 12, 2018). At the bottom, there are buttons for 'Account Summary' and 'Help'.

Home Screen Elements (continued)


Screen Element	Description
Transactions	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.
Help	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