



Logging on for the First Time

The first time you log on to PaymentNet, you must change the temporary password (**ndirish9**) and establish your authentication questions. *Your temporary password expires in 30 days.*

1. Using your Internet browser, go to the following address: www.paymentnet.jpmorgan.com
2. Enter the following on the **Log On** screen:
 - **Organization ID:** **ndirish**
 - **User ID:** Enter your NetID (or PaymentNet ID if provided)
 - **Password:** **ndirish9**
3. Select the **Remember my Organization ID** checkbox. PaymentNet saves the organization ID so you do not have to enter **ndirish** each time you log on.
4. Click **Log On**.

Register Your Computer

PaymentNet associates your computer with your UserID. This process will start automatically when you log on for the first time. You will have to repeat this process if you log on from another computer.

1. Select the **I have an e-mail address on file with J.P. Morgan option**.
2. Click **Next**. J.P. Morgan sends the Activation Code to the e-mail address in your PaymentNet profile (this takes less than one minute).

On the Register Machine screen, complete the following fields:

- **Activation Code:** Copy and paste the activation code from your email.
- Click **Next**. PaymentNet displays the Welcome screen.

Change Your Temporary Password

Note: Recommend using all lower-case letters when entering User ID, Password, and Organization ID.

1. Enter the following on the **Password Setup: Change Password** screen:
 - **Organization ID:** **ndirish**
 - **User ID:** Enter netID/PaymentNet ID
 - **New Password:** Enter a new password **Password must be 6-8 characters with at least one number and one letter. Passwords are case sensitive.**
 - **Re-enter Password:** Reenter your new password
2. Click **Next**. PaymentNet displays the **Password Setup: Complete** screen.
3. **Select Authentication Questions:** complete three questions.
4. Click **Submit**. PaymentNet displays Welcome screen.

Note: Passwords will expire in 90 days. You will be required to change it when logging in.

Forgot your Password?

If you forget your password, you can request a temporary one by answering your Authentication Questions.

To request a temporary password:

1. Click the **Forget your password?** Link on the **Logon** screen.
2. Enter the following on the Logon screen:
 - **Organization ID:** **ndirish**
 - **User ID:** Enter your NetID/PaymentNet ID
3. Click **Submit**.
4. Select two of the Authentication Questions you previously answered from the drop-down lists and enter the answers to the questions (you will not be prompted for the questions you previously submitted).
5. Click **Submit**. PaymentNet sends a temporary password to the e-mail address in your profile.
6. Click the **Return to Login Page** link and log on using your temporary password.

Note: Your temporary password expires after 30 days and you will be required to change it once you use it to log on to PaymentNet.



Email Notification Set-up

E-mail can be sent to you when reports and notifications are available in PaymentNet but **you have to enable this option.**

1. Click **My Profile** (person symbol) icon located at the top right of the screen
2. **Reports**
3. **Transaction for Review**
4. Click **Save**.

Create Report for Monthly Reconciliation **VERY IMPORTANT!**

This monthly cycle report includes signature lines at the bottom of the statement as required for the cardholder and supervisor.

1. Select **Report** from the Menu Bar
2. Select **Create**
3. From the Report List screen, click link **Statement of Account Portrait**
4. Report Details screen: Change Name of report to **Monthly Statement Reconciliation** (this will permit you to customize the report).
5. **Criteria** section

	<u>Field</u>	<u>Operation</u>	<u>Value</u>
Line 1	Transaction Type	Is Not Equal To	Payment
Line 2 (AND)	Post Date	Is Relative	Prior Period (Cycle List)

6. **Order By** section
Use these lines to sort the report to your preference (e.g., Post Date). Delete extra lines by clicking the Delete icon .
7. **Schedule to Run Automatically** **click checkbox**
 - Frequency: **Monthly**
 - Day: **26**
8. Click **Save**.

View Transactions and Change FOAPALs

1. From the menu select **Transactions > Manage**.
2. Click anywhere on a Transaction row to view details of that transaction.

The **General Information** tab includes detailed transaction data, such as merchant name, settlement amount and accounting codes (FOAPAL).
3. To **change FOAPAL**, enter correct FOAPAL in fields as indicated. Click **Save** when finished.
4. To **split charge**, click on **Add Lines** at the top left of the General Information tab. Enter number of different FOAPAL lines desired then click **Add** button. Lines are added at bottom, **click on triangle** to expand FOAPAL fields. Click **Save** when finished.
5. To return to transactions list, click **list** at top right of screen.

Navigating PaymentNet

The icons at the top right of the screen will take you to specific areas within PaymentNet.

- Home:** Returns the user to the Welcome Screen.
- **Menu Bar:** Lists the different modules (**Transactions – Reports – Help**) that you have access to within PaymentNet.
- **Messages:** Information messages will be displayed on the Welcome Screen.
- **Items Awaiting Your Action:** If there are any reports to download, this section offers a quick link.
- Contact Us:** Program Administrator contact information.
- My Profile:** Takes you directly to your own account information.
- Log Out:** Allows you to securely end your PaymentNet session.

Contact Information

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PaymentNet User Guide and other information are available at the Procard website:

<http://procard.nd.edu>