Logging Into PaymentNet for the First Time

When the ProCard Program Administrator sets up your access to PaymentNet, two (2) emails are sent to you by JP Morgan Commercial Card. One contains the organization ID and user id and the other your temporary password. They also include the web link to PaymentNet. PaymentNet is the software used to view your purchases and make accounting changes.

NOTE: Your temporary password expires in 5 days. If you haven’t logged in within the 5 day window, the password will need to be reset by calling 474-7315 or the program administrator.

CLICK on the web link in your email. You will get the logon page.

ENTER the ORGANIZATION ID provided. Note: This field is not case sensitive.

CLICK on REMEMBER MY ORGANIZATION ID. The system will remember it until you make a mistake entering either your User ID or password – so write it down!

CLICK on BOOKMARK THIS PAGE.

Note: Look around this page. There are a number of helpful links here for you.

ENTER your USER ID and temporary PASSWORD.

CLICK the LOG IN button.
If you entered everything correctly this screen will appear.

If you entered either the user id or password incorrectly, you will get the standard error message. Try again.

**Note:** Enter your password incorrectly three (3) times and the account is locked. You will need to contact 474-7315 or the program administrator to get it unlocked.

Create your personal password following the password requirements (as shown in the picture above).

**Note:** You can click on Show Password to ensure that your passwords match. This makes the Password Requirements block disappear.

**CLICK** the **NEXT** button.

Verify that the email in the system is correct. If it is, **ENTER** it in the **Confirm Email Address** block.

If it isn’t, contact the ProCard Administrator so that it can be fixed.

**CLICK** the **NEXT** button.
Answer the security questions.

It is recommended that you answer ALL of these questions and WRITE DOWN your answers. No one has access to the answer but you. If you lock yourself out by failing the questions, your password will have to be reset so you can get in and change your answers in the profile section. (see instruction sheet for this).

CLICK the SAVE button.

They system gives you a chance to review your answers and edit them if necessary.

If everything is correct, CLICK the NEXT button.

You will get this screen.

Read the message.

CLICK on NEXT when done.
You have finished setting everything up.

CLICK on GET STARTED.

You will be returned to the Log In page..

ENTER your USER ID and the PASSWORD you just created.

CLICK the LOG IN button.

You are now on the main page of PaymentNet.

You can download other instruction sheets for assistance from the ProCard webpage.

If you log in from a different computer or from a different browser, you will get this message.

CLICK on GET ACCESS CODE button.
JP Morgan will send you an email with the registration code and redirect you to this screen.

Check your email. The email comes almost instantly from the bank. It contains the code and instructions. If you don’t get the code within a few minutes, you can click on the Get Another Access Code button.

COPY the ACCESS CODE.

PASTE (or manually enter) the ACCESS CODE into the Access Code field.

ENTER your PaymentNet PASSWORD.

CHOOSE your REGISTRATION OPTION.

If you are working on a regular work machine that is dedicated to you or a personal machine, choose Register my computer.

If you are on a public shared computer, choose Do not register this computer.

If you choose Register my computer and it forces you through this step each time you log in, contact OIT for assistance. Your machine is getting a different IP address every time you login – so the system thinks it is a new computer.

The screen changes.

CLICK the CONTINUE button.

You will now be on the main PaymentNet page.