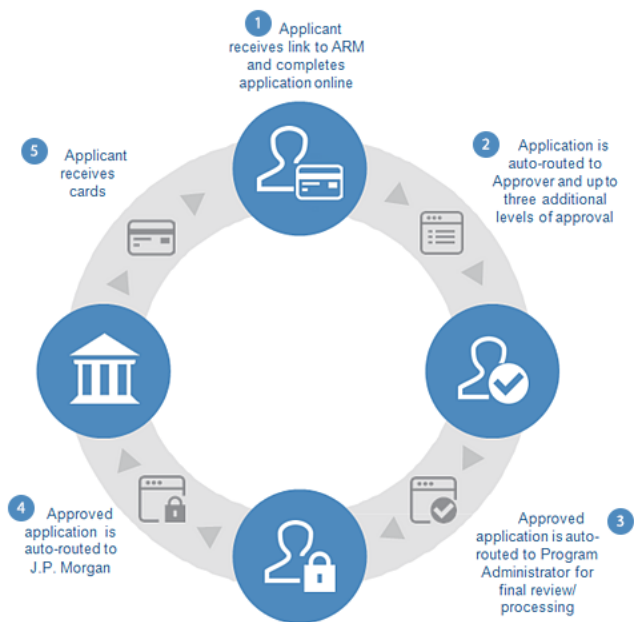


PaymentNet Online Application Approver Guide

Overview

The online application process in PaymentNet® automates the paper application, submission, approval, and fulfillment process for the Purchasing Card, Meeting and Student Program cards. The following figure provides an overview of the online application workflow tasks.

Figure 1: Account Request Manager Workflow Tasks



1. The applicant clicks the link to the application and completes the online application.
2. The completed application is automatically sent to the approver (once the applicant selects the approver a drop down box). This first approver reviews the application and enters the default account number from a drop down box for each segment. The approver will then select the Senior BA or designated second approver for the school/center from the drop down box.
3. When the second approver has approved the application, it is automatically sent to the Program Administrator for final review and processing.
4. The application is then sent to J.P. Morgan to create the account and issue the new card.
5. The applicant receives the new card and can immediately activate it and begin using it.

Approving an Application

When an employee submits an application for a Purchasing Card, Meeting or Student card through the online application the approver will receive an email notification to log into PaymentNet to approve the application. An example of the email notification is shown in the following figure.

Figure 2: Email Notification of Application Submission

Dear JEFFREY GRAY:

A commercial card application has been submitted by MICHELLE CARAWAY. This application requires your approval to proceed to account creation. Please use the link below to log in to PaymentNet and access this application for your review.

<https://www.paymentnet.jpmorgan.com>

Please attend to this review no later than 11/10/2018.

Thank you.

Please do not respond to this e-mail. Any response to this e-mail address will not be seen. Please contact your program administrator if you need assistance

Note: Approvers will be required to log in to PaymentNet before they can approve an Application, and using their “Application Approver” role within PaymentNet. If you have questions about which process you should follow, contact the Program Administrator at purchasingcardsupport@upenn.edu.

Reviewing an Application

While reviewing the application, the first approver will add the default account number. Required fields will be identified by a red asterisk and will only appear in the Approval section.

Processing an Application

Once the review is complete, the approver can take one of the following actions:

- Approve the application.
- Assign the next approver (required). Please choose from drop down box of approvers.
- Reject the application.
- Cancel the session and return at a later time to finish the approval process.

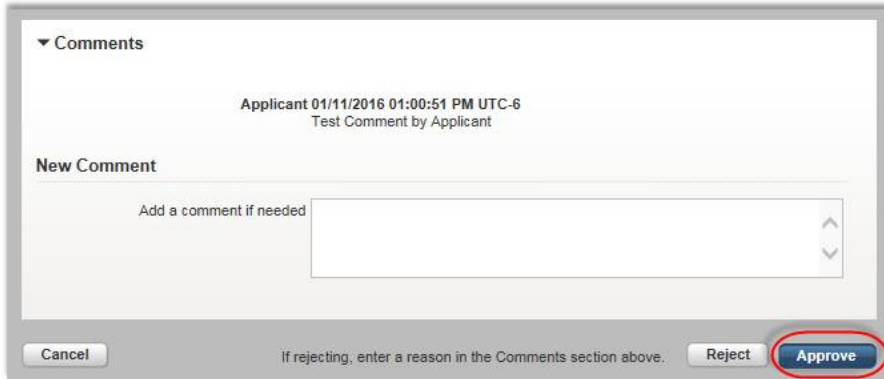
For additional support resources or questions about the approval process for the online application, please contact the Program Administrator at purchasingcardsupport@upenn.edu.

Next Approval – (Required)

Your Program Administrator determined the approval workflow during the setup process.

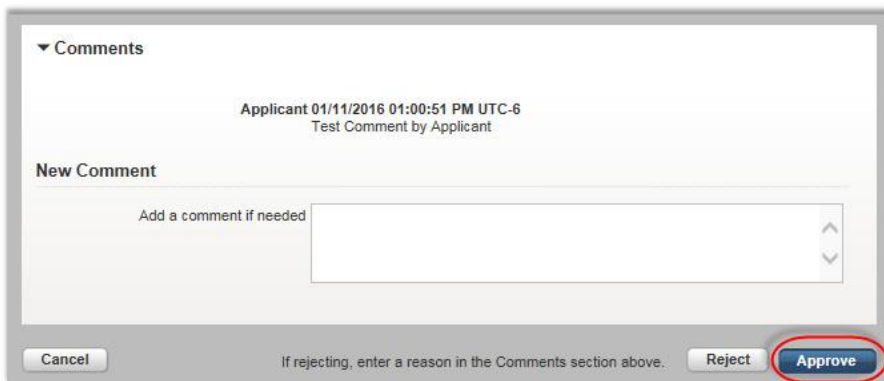
Select the second approver (Senior BA) from a drop-down list of approvers. Note: If you start typing the last name of the approver it will appear in the approval box to select.

The second approver can also enter comments in the **New Comment** field. These comments will be visible to the subsequent approvers and the Program Administrator. (**Please note** that if any part of the default account number is not found in the drop-down note which part of the segment is need in the comment box.) This will be added to the application prior to final submission/approval by the Program Administrator.



Approving an Application

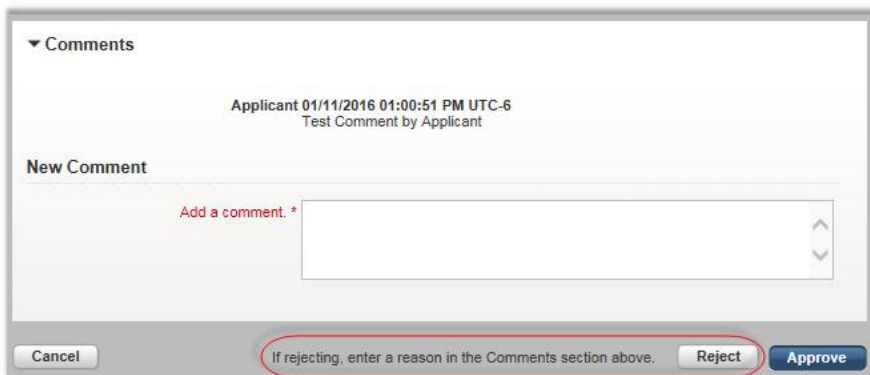
After reviewing the application, if the approver determine that the information is accurate, then click the **Approve** button. The application will be routed to the Program Administrator for final authorization.



The approver will see a message confirming the approval and then can exit out of the application/ PaymentNet.

Rejecting an Application

After reviewing the application and is determine that there are issues with the application, click the **Reject** button. You will see a messaging confirming that the application has been rejected. It is required to add an explanation in the **New Comment** field when an application is rejected. If you do not add a comment, you will be prompted to do so with an alert message at the top of the screen.



Note: The applicant will receive an email notification and will need to resubmit an application if a card is still desired.

Please contact the Program Administrator at purchasingcardsupport@upenn.edu with any questions.