For security purposes, PaymentNet® registers your computer. This associates specific computers with specific users and helps JP Morgan Chase keep the commercial card data safe. When logging in to PaymentNet®, built-in security capabilities check whether or not the user is accessing from an unrecognized computer. If the computer is not recognized, you will be asked to register it by entering an access code delivered to your Email address.

Your computer is unregistered if it meets one of the following criteria:

- You have never used the computer, or are using a different Internet browser.
- You cleared the option to have PaymentNet® retain registration information on the computer.
- Cookies, cache, or temporary files have been cleared since you last logged in.

The computer used by a new user is automatically registered during their initial log in.

The following steps outline the process to log in to PaymentNet® for the first time and register your computer.

1. Using your Internet browser, navigate to: https://www.paymentnet.jpmorgan.com
2. Enter the following information:
   a. Organization ID: US000007
   b. User ID: Enter your provided user ID
   c. Password: Enter your password.
3. Select the “Remember by Organization ID” checkbox so you do not need to enter the information each time you log in.

If you are using a public computer, selecting the “Remember my Id” checkbox is NOT recommended.

4. Click Log In.
5. The “First Time Login In Setup” page displays. Enter a password, following the password requirements listed. You will be asked to enter the password a second time to confirm.
6. Click Next.
7. You will be asked to confirm your Email address. Enter your confirmation Email address and click Next.
8. Answer at least three of the security questions. Click Save.
9. Review the answers to your security questions. If changes are needed, click Edit. If no changes are needed, click Next.
10. The “Computer Registration” page displays. Click Next.
11. If the process was successful, “Setup Complete” displays. Click the Get Started button.
If you try to access PaymentNet® from an unregistered computer, you will be guided through a quick process to verify your identity and given the option to register your computer or user ID.

For security purposes, your User ID must be registered to each computer you use when logging in or you must enter an access code. This helps prevent access by unauthorized users.

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2. Enter the following information:
   a. Organization ID: US00007
   b. User ID: Enter your provided user ID
   c. Password: Enter your password.
3. Select the "Remember by Organization ID" checkbox so you do not need to enter the information each time you log in.
4. Click Log In.
5. Do one of the following:
   a. Click the Get Access Code button
   b. If you already have an access code, click the I have an access code link and then enter the access code and password on the page that displays.
6. If you clicked Get Access Code, wait a few minutes and then check your email address associated with your profile to get your code.

a. If you do NOT receive an access code, click the Get Another Access Code button or contact JP Morgan Chase Customer Service by calling the number on the back of your card.
7. Enter the Access code received via email and enter your PaymentNet Password.
8. Select either:
   a. Register my computer
   b. Do not register this computer
9. Click Next.
10. If you registered your computer, then a message verifies your computer is registered.
11. If you did NOT register your computer, a message verifies that future log in attempts from the same computer will require a new access code.
12. Click the Continue button.
13. The Welcome screen displays.

If you are using a public computer, selecting the “Remember my Id” checkbox is NOT recommended.