

# PaymentNet<sup>®</sup>

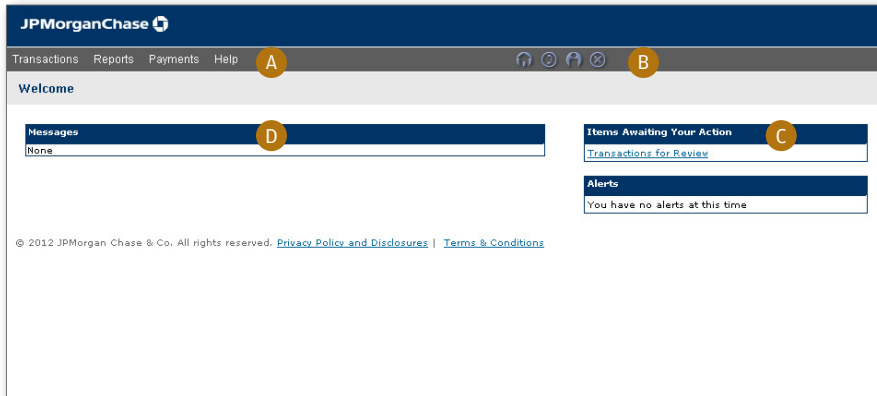
## Cardholder Quick Reference Card

### Purchasing Card

## Welcome to PaymentNet

The Welcome screen displays each time you log on to PaymentNet; it serves as your starting point or home screen.

PaymentNet is comprised of four navigation areas. These areas, and detailed descriptions of each navigation option, are shown below.



The PaymentNet Welcome screen is shown above.

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### A. Menu Bar

The menu bar, located at the top of the screen, lists the PaymentNet features you are authorized to access. The menu items that display depend on your role and permissions. The online help menu is available on every screen; this menu provides resources to answer your questions.

### B. Icons

The icons list shortcuts to basic navigation options. These icons can be accessed from all PaymentNet screens:

- Home . Returns you to the Welcome screen.
- Contact Information . Lists important contact information for your program.
- My Profile . Directs you to your PaymentNet profile information.
- Logout . Allows you to securely end your PaymentNet session.

### C. Items Awaiting Your Action

Provides you with quick links to key actions, such as transactions to be reviewed as well as files available for download.

### D. Messages

Important messages from your organization's program administrator or J.P. Morgan. This might include an important update from J.P. Morgan to all PaymentNet users.





