Welcome!

The PaymentNet® Mobile website provides access to your account balances and transactions. From your mobile device, you can view your account activity, including pending and posted transactions, or recent and pending payments, with the flexibility to sort information as needed.

To access PaymentNet Mobile, go to the following address in your mobile browser:

https://m.jpmorgan.com/card

Enter your user ID and password, and tap **Log In**.

Note: You must log in from a smartphone with the Android or Apple iOS operating system.

Register Your Device

Note: Your account must be set up in PaymentNet before you can log in to PaymentNet Mobile.

The first time you log in to PaymentNet Mobile, you must register your device.
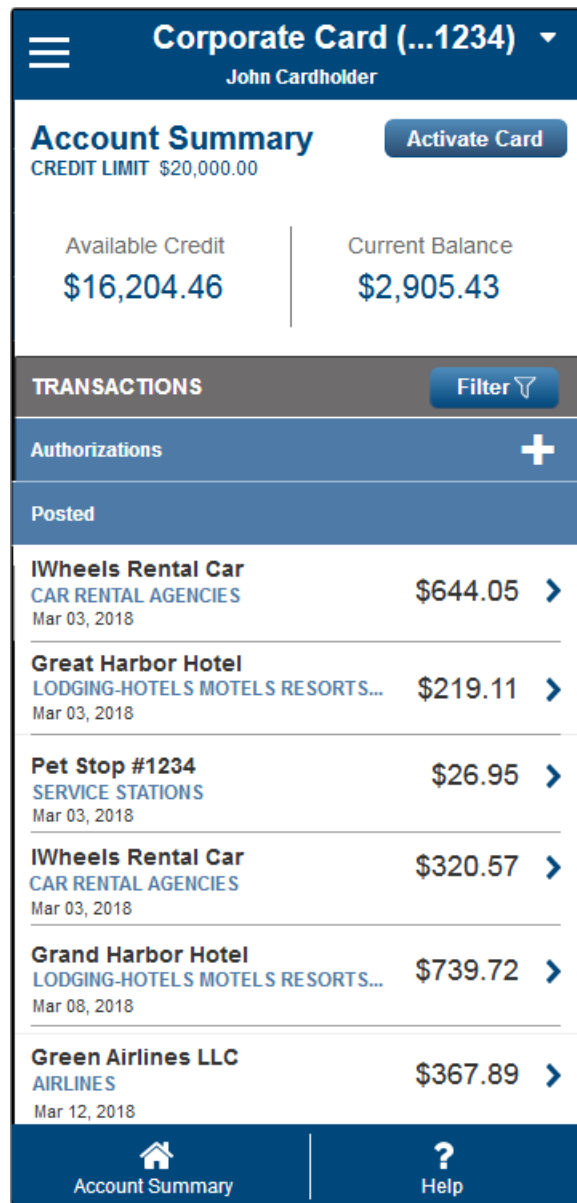
1. Tap **Get Access Code**. An access code will be sent to you by email.
2. Enter the access code and tap **YES** to register your device.
3. Tap **Next** to complete the registration process.
4. Tap **Continue** to review your account.

Home Screen

Home Screen Elements

Screen Element	Description
Main Menu	Gives you access to the actions you can take.
Account Summary	Shows your credit limit, the amount of credit you have available, and your current balance.

PaymentNet Mobile Home Screen

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Home Screen Elements (continued)　　　　　　　　　　　　　　　　*Main Menu*

Screen Element	Description
Transactions	Lists your posted transactions and allows you to filter them by recent activity, current or previous statement, or merchant; also lets you view a list of transactions that have been declined. If your organization uses the Receipt Imaging feature, you can also attach receipts to your transactions.
Help	Displays answers to frequently asked questions.

Main Menu

When you tap the menu indicator ☰ on the Home screen, the Main Menu displays and gives you access to the actions you can take.

These actions allow you to:

- Activate a new card

- Display your account summary

- Suspend your card temporarily or remove the suspension from your card

- Report a lost or stolen card

- Make a payment on your account and view a list of any scheduled payments (only if electronic payments are enabled for your organization)

- Review online help

- Log out

Tap the back arrow ⬅ to close the menu and return to the Home screen.

Adding to Your Home Screen

To add PaymentNet Mobile to your home screen, complete the following steps on your mobile device.

- For Android: Add the page to your bookmarks. Within your bookmarks, tap and hold the Commercial Card Mobile site, then select **Add Shortcut to Home**.

- For iOS: Tap the Action icon and select **Add to Home Screen**. Then tap **Add**.

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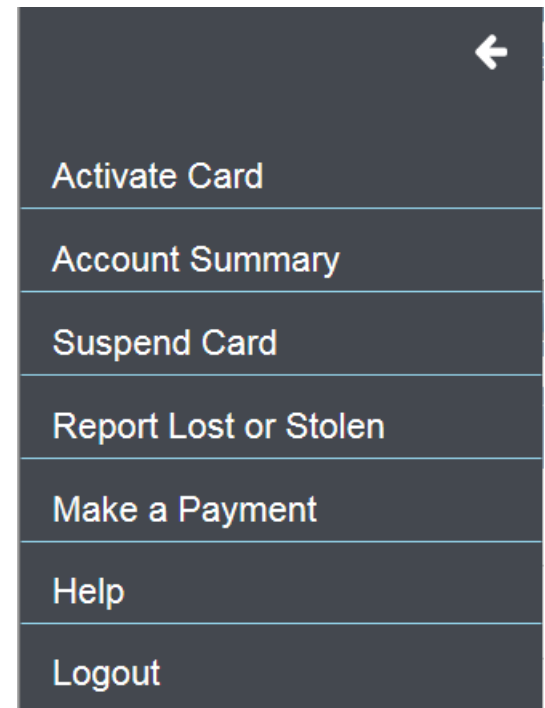
Attaching Receipts to Transactions

You can attach receipts to a transaction, either by capturing an image with the camera on your phone or by uploading an image you have previously saved to your phone.

Note: If your organization does not use the Receipt Imaging feature, these functions will not be available to you.

To attach a receipt:

1. Tap a transaction in the Posted list.

2. Tap the Attach Receipt icon 📎 .

3. To capture an image with your phone camera, tap **Take Photo** and snap a photo of the receipt. Tap **Use Photo** to continue with this photo or tap **Retake** to take the photo again.

    To use an image from your phone, tap **Photo Library**, locate the photo, and tap to select it.

    Note: Only PDF, JPG, GIF, TIFF, and PNG file types are allowed. The scanned image file must be no larger than 5 MB.
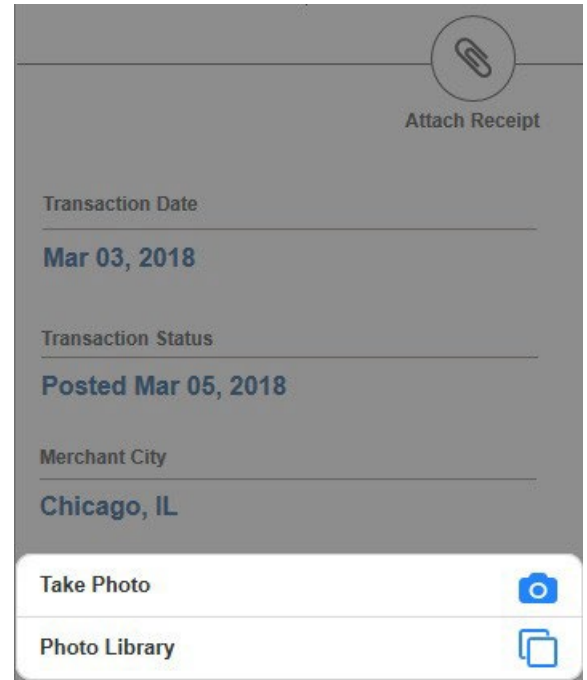
4. The amount, currency, and date found on the receipt are displayed. Enter a name for the receipt and optionally provide a description. Then tap **Attach Image**.

To attach additional receipts, repeat these steps. The total number of receipts is shown at the bottom of the Transaction Detail screen, along with links to the individual receipts. Each link shows the receipt name, description, and amount.

You can choose to receive email notifications when your receipts are available to view. To receive these notifications, you must log in to PaymentNet on a non-mobile device, edit your profile, and select the Receipt Images Attached notification on the My Profile - General Information screen.

Note: If you experience issues uploading the receipt, we recommend lowering the resolution settings for your mobile device.

Attach Receipt

Receipt List

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