


## ELECTRONIC STATEMENT & PAYMENT ACCESS ROLES

**Cardholder:** This access role is given to users to view their own statements, pay their own balances, and view their electronic payment history online.

### DISPLAY STATEMENTS

On the Statement screen, export files can be created and statements printed. To view a specific statement, enter the account number in the appropriate box, or perform a User Search.

The screen will then refresh illustrating the most current statement information for the specified account. The statement includes credit card and cardholder information, including account number, billing and due dates, amount due and amount to pay, as well as transaction detail.


Menu: Statement go >
help | home

**Statement** [Download Statement in PDF Format](#)

[Create Export >](#)
[Print With Detail >](#)
[Print Without Detail >](#)

Account Number	Billing Date	Due Date	Total Amount Due	Amount to Pay
0000000000000000 <input type="checkbox"/> Default	10/25/2002	11/19/2002	0.00	0.00

Account Name	Spend Limit	Available to Spend
SMITH SMITH	20,000.00	20,000.00

Page 1 of 1

Post	Tran	Reference	Description	City	State/Prov	MCC	Amount
10/07	09/26	86417342277582771098709	DELTA 0006722726595	ROCHESTER	NY	\$	-1,420.66
10/24	10/24	75478912297021297290842	ELECTRONIC PAYMENT				-1,284.91

Average Daily Balance	Monthly Periodic Rate	Annual Percentage Rate	Annual Percentage Rate	Account Summary
Purchases	0.00	0.0000%	0.00%	Previous Balance <span style="float: right;">2,705.57</span>
Cash Advances	0.00	0.0000%	0.00%	Purchases <span style="float: right;">+ 0.00</span>
			<b>Number of Days in This Billing Cycle</b>	Cash Advances <span style="float: right;">+ 0.00</span>
			30	Credits <span style="float: right;">- 1,420.66</span>
			<b>New Cash Advances</b>	Payments <span style="float: right;">- 1,284.91</span>
			0.00	Other Charges <span style="float: right;">+ 0.00</span>
			<b>Cash Advance Fee</b>	Finance Charge <span style="float: right;">+ 0.00</span>
			0.00	New Balance <span style="float: right;">= 0.00</span>

# MAKE AN ELECTRONIC PAYMENT

## Bank Setup

In order to make an electronic payment, users will be asked to enter their bank information on the [Bank Setup](#) page to specify the account from where funds will be electronically transferred for payment.

The ABA routing number, bank account number, bank account type (checking/savings) and bank account name (typically the employee's name) are required fields. Once the routing number is entered, the branch location and bank account type can be selected from the appropriate drop-down boxes.

When finished, click [Save >](#). To reset the bank information to the previously saved information, click [Reset >](#). To remove the bank information, click [Delete >](#).

The screenshot shows the JPMorgan Chase Bank Setup page. At the top, there is a navigation bar with the JPMorgan Chase logo, a menu dropdown set to "Bank Setup", a "go >" button, and links for "help | home". Below the navigation bar, the "Bank Setup" section contains three buttons: "Save >", "Reset >", and "Delete >". The form fields are as follows:

ABA Routing Number*	021000021
Bank Branch	JP Morgan Chase Bank BOHEMIA, NY 11716
Bank Account Type*	Checking
Bank Account Number*	123456789
Bank Account Name*	987654321
Bank Name	
Bank Address 1	3900 VETERANS MEMORIAL HWY
Bank Address 2	
Bank City, State/Province, Zip/Postal Code	BOHEMIA NY 117164615
Bank Phone	6317379562

\* Denotes required information

Below the form, there is a check image with three annotations:


- Bank Account Name**: Points to the name "John Doe" on the check.
- ABA Routing Number**: Points to the routing number "021000021" on the check.
- Bank Account Number**: Points to the account number "123456789" on the check.

## Electronic Payment

### Electronic Payment

The [Electronic Payment](#) page shows an image of a check with the amount to be paid. Typing over the current amount with the desired payment in the dollar field can alter this amount.

Also, clicking [Statement Amount >](#) will change the payment amount to equal the total of all transactions shown on the current statement. Clicking [Account Balance >](#) will change the payment amount to equal the entire account balance, including the statement amount. Payments cannot be submitted in amounts greater than the account balance to create a credit balance.



The screenshot shows the JPMorgan Chase Electronic Payment interface. At the top, the JPMorgan Chase logo is on the left, and the menu is set to "Electronic Payment" with a "go >" button on the right. Below the logo, the page title "Electronic Payment" is displayed. There are three buttons: "Statement Amount >", "Account Balance >", and "Submit Payment >". A paragraph of text explains the authorization process for ACH debits. Below this, a note states that payments scheduled after the due date and partial payments can result in late fees and finance charges. The main area features a check image with a light blue background pattern. The check details include: "SALT LAKE CITY, UT 84107-2386", "PAY TO THE ORDER OF Chase Manhattan Bank USA", and "JPMorgan Chase Bank, 76 N MAIN ST, NEW CITY, NY 10956". The routing number "021000021" and account number "123456789" are visible. A date field shows "12/4/2003" and a payment amount field shows "1234.56".

After reviewing the payment amount, click [Submit Payment >](#). Once you submit the payment amount, you will be directed to the [Payment History](#) screen.


Here you will be able to confirm and save the payment by clicking on [Save Payment >](#).

**Note:** Please allow up to three business days for electronic payments to post to the account. Electronic Statement & Payment will not post payments dated after the due date for the current cycle. Late payments will be posted to the next statement.

## AutoPay Setup

The [AutoPay Setup](#) page allows a user to set up the automatic electronic payment of the current balance. Selecting the “Autopay” checkbox next to the account number(s) authorizes JPMorgan Chase to initiate an ACH debit for the total amount due. If this option is activated, the payment will be processed on the Statement Due Date on an ongoing basis.

By selecting the “E-mail Reminder” checkbox, a message will be sent to the e-mail address to notify the user of when the automatic payment will be made.

 Menu: Autopay Setup go > help | home

### Autopay Setup

[Save >](#)

By utilizing the Autopay option, the 'Company/Individual' hereby authorizes J. P. Morgan Chase and companies ('J. P. Morgan Chase') to initiate an ACH debit to the Company/Individual's bank account. This ACH debit is for the purpose of collecting monies owed to J. P. Morgan Chase by the Company/Individual on the Company/Individual's J. P. Morgan Chase credit card account(s). Your payment will be processed on your statement due date on an ongoing basis if you activate this option.

E-mail		Account Number	Autopay
E-mail Address	<input type="text" value="user@yourcompany.com"/>	4715630000948168	<input checked="" type="checkbox"/>
E-mail Reminder	<input checked="" type="checkbox"/>		

Your e-mail address will only be used as a signature of acceptance for AutoPay. If you would like an e-mail reminding you when an automatic payment has been scheduled, please check the e-mail reminder box.

### Current Bank Setup

ABA Routing Number	021000021		
Bank Account Type	Checking		
Bank Account Number	123456789		
Bank Account Name	checking		
Bank Name	JPMorgan Chase Bank		
Bank Address 1	76 N MAIN ST		
Bank Address 2			
Bank City, State/Province, Zip/Postal Code	NEW CITY	NY	10956
Bank Phone	6394169		

Click [Save >](#) to update the changes made and activate the Autopay feature.