2nd level Approvers

1. The Corporate Card application will come to you second, once the first level approver has reviewed it.

You will see a notification that looks like this:

![Notification Image]

https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#apprb53742fd-2648-45d5-8992-7cf3f6c70ae9
2. When you are reviewing, you should first check to ensure that the approver entered as the 1st level approver is the correct 1st level approver. When you open an application, it will look like this:
Verify the Department Number is correct.

Verify first approver is correct for your school or unit hierarchy.

Please DO NOT send to another approver.

If the application approval has been sent to you in error, please reject and cite the reason for the rejection in the notes.

Review notes and approve any changes or special requests listed by the first approver and/or the applicant.
3. If you need to make edits to the application, you should make them in the Notes section – you cannot edit anything in the application itself.

4. Once you have reviewed that that information is accurate, you should click approve. Your approved applications will automatically route to Financial Operations for approval.

5. Once approved by Financial Operations, the application will be automatically sent to JPMorgan Chase for processing. Processing time is 5-7 business days.