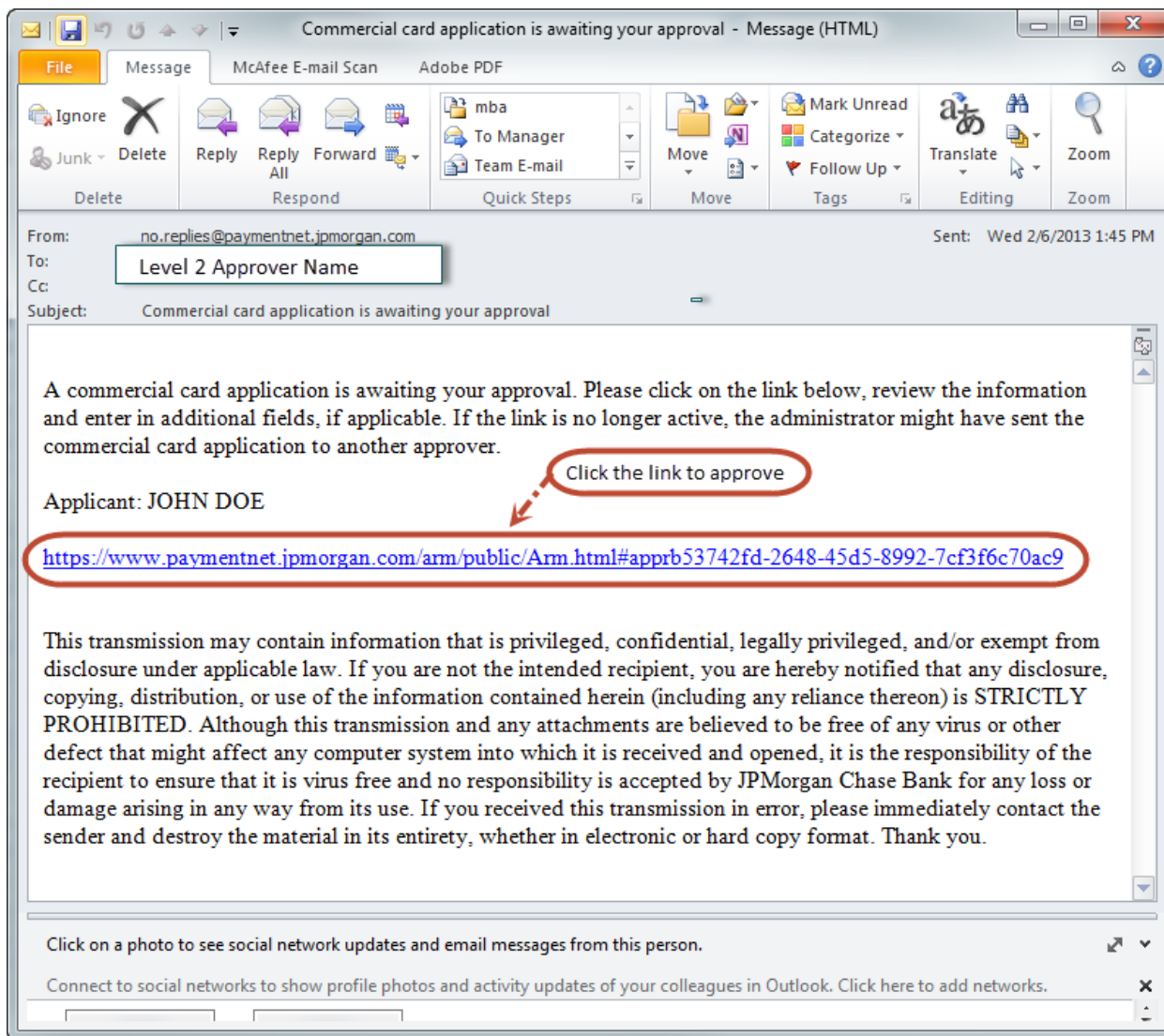




2<sup>nd</sup> level Approvers

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:





**EMORY**  
UNIVERSITY

**CORPORATE CARD  
APPLICATION APPROVER GUIDE  
SPRING 2013**

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2. When you are reviewing, you should first check to ensure that the approver entered as the 1<sup>st</sup> level approver is the correct 1<sup>st</sup> level approver. When you open an application, it will look like this:



J.P.Morgan

J.P. Morgan PaymentNet™

### Emory University Travel Card Application



Corporate Card

#### Enter Information

You have been assigned the following commercial card application for review. If applicable, complete or modify the information provided. Then, Approve or Reject the application (if Rejecting, please provide a note indicating the reason).

\* Required Field

#### General Information

First Name	JOHN	Legal Given Name
Mobile Initial		
Last Name	DOE	Legal Given Name
Suffix		
E-Mail Address	JDOE@EMORY.EDU	Must be @emory.edu email address
Employee ID	1234567	7 digit ID on paycheck at <a href="http://myprod1.emory.edu">http://myprod1.emory.edu</a>
Business Phone	4047270000	Primary Emory contact phone number.
Mobile Phone		Use if traveler or Emory needs to reach you

#### Cardholder Address

Address 1	281 DOWMAN DRIVE
Address 2	
City	ATLANTA
State/Province	GA
Zip/Postal Code	30322
Country	USA

#### PaymentNet Information

Please Select	<input type="checkbox"/> Create user in PaymentNet	Use Emory Net ID - if less than 8 characters add X
User ID	jdoe00	Enter department number plus "CC"
Hierarchy ID	100088-00	

Verify the Department Number is correct.

#### Controls

Credit Limit: 8000

#### Approval

	First Name *	Last Name *	E-Mail Address *	
Approver 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	02/09/2013
Approver 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Send to another approver"/>

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

#### Notes

Applicant 02/06/2013 01:44:40 PM UTC-5  
Please increase my limit to \$25,000

1st Approver 02/06/2013 03:12:03 PM UTC-5  
John Doe only needs a \$15,000 limit

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

**Notes**

[Add Note](#)

**Applicant** 02/06/2013 01:44:40 PM UTC-5  
Please increase my limit to \$25,000

**1st Approver** 02/06/2013 03:12:03 PM UTC-5  
John Doe only needs a \$15,000 limit.

Review notes and make any additions or corrections

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

**J.P.Morgan** J.P. Morgan PaymentNet™

This application has been approved. You may now safely close your browser.

[Privacy Policy](#) | [Terms & Conditions](#)

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