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]

A commercial card application is awaiting your approval. Please click on the link below, review the information and enter in additional fields, if applicable. If the link is no longer active, the administrator might have sent the commercial card application to another approver.

Applicant: JOHN DOE

[https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#approb537425fd-2648-45d5-8992-7cf3f6c70ac9](https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#approb537425fd-2648-45d5-8992-7cf3f6c70ac9)

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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:
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.