1st Level Approvers

1. The Corporate Card application will **come to you first**, once it has been submitted by the applicant.

You will see a notification that looks like this:

![Email Notification Image]

- **To:** Level 1 Approver Name
- **Subject:** Commercial card application is awaiting your approval

The email body contains a link:

```
https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#apprb53742fd-2648-45d5-8992-7cf3f6c70ae9
```

This transmission may contain information that is privileged, confidential, legally privileged, and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED. Although this transmission and any attachments are believed to be free of any virus or other defects that might affect any computer system into which it is received and opened, it is the responsibility of the recipient to ensure that it is virus free and no responsibility is accepted by JPMorgan Chase Bank for any loss or damage arising in any way from its use. If you received this transmission in error, please immediately contact the sender and destroy the material in its entirety, whether in electronic or hard copy format. Thank you.
When you open an application, it will look like this:

J.P. Morgan

Emory University Travel Card Application

Corporate Card

General Information
- First Name: JOHN
- Legal Given Name: 
- Middle 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 http://hrprod2.emory.edu
- Business Phone: 4047270099
- Primary Emory contact phone number
- Mobile Phone: Use if issuer or Emory needs to reach you

Cardholder Address
- Address 1: 201 DOUWAN DRIVE
- Address 2:
- City: ATLANTA
- State-Province: GA
- Zip-Postal Code: 30312
- Country: USA

PaymentNet Information
- User ID: jdoeXX
- Hierarchy ID: 100000-CC
- Create user in PaymentNet
- Use Emory Net ID = first 5 characters and “XX”
- Enter department number plus “-CC”

Controls
- Credit Limit: 9500

Approval
- Input the second approver information here:
  - First Name
  - Last Name
  - Email Address

Notes
- Add Note
- Applicant 02/06/2013 01:44:40 PM UTC-5
  Please increase my limit to $25,000
- Approver Notes: [02/06/2013 02:42:25 PM UTC-5]
  John Doe only needs a $15,000 limit

Only reject an application for a legitimate business purpose.

Visit http://howtopay.emory.edu/ChargeCard/HowToApprove.html for guidelines.

Approver should review to make sure information is correct
If any information is incorrect, list corrections in the Notes section & the Program Administrator

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If any information is incorrect, list corrections in the Notes section

Add notes to corrections or additional information here

2. Once you have reviewed the information for accuracy and made notes regarding any changes, enter the 2nd approver’s first name, last name, and email. The full list of second approvers can be found here:

You can see the full approver list here

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.

You can see the Notes section here:

4. After routing to the 2nd approver, the first approver is finished with the process.