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:

![Notification Image]

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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 If the link is no longer active, the administrator might have sent the commercial card application to another approver.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

**Click the link to approve**

[https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#apprb53742fd-2648-45d5-8992-7c3f6a70ac9](https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#apprb53742fd-2648-45d5-8992-7c3f6a70ac9)

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When you open an application, it will look like this:
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.

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.