

Subject: SUA Payment Solution Confirmation for Emory University

**NOTE: This communication contains information related to processing electronic card payments from Emory University**

Dear [Supplier],

Emory University thanks you for agreeing to accept J.P. Morgan’s Single-Use Accounts (SUA) electronic card payments. We are excited about this new process that will enable us to make our payment processes faster and more efficient.

**Payment processing with SUA**

1. The first seven digits of the program number are listed below. We recommend that you store this information for future use to process your payments.

**Account Number: 5552160**

Emory University

1599 Clifton Road NE, Fifth Floor, Atlanta, GA 30322

1. Once we authorize payment, you will receive an email with the last nine digits and expiration date of the SUA account number for each payment. We recommend checking your company’s spam filters to ensure that emails from no.replies@paymentnet.jpmorgan.com are not filtered (e.g., sent to junk folders).
2. Enter the full account number using the stored first seven digits, the nine digits provided in the email and other required information into your card payment processing system to authorize the payment.
3. The payment notification emails you receive will also contain a link that will allow you to sign up to receive J.P. Morgan Voltage SecureMail. Upon registration, you will receive all subsequent SUA payment notifications via SecureMail, which will include full account information (e.g. a complete 16-digit account number, card security code, and expiration date).

You only need to sign up for SecureMail once. If you receive SUA payments from other J.P. Morgan clients, you will also receive those payments via SecureMail.

**Please note the following important information:**To update payment notification email address(es), please contact Denise Hadley at 404-727-0252 or at dhadley@emory.edu.

If you have any questions when you receive your first payment, please contact Christine Llewellyn at 404-727-5074 or at christine.l.llewellyn@emory.edu.

Thank you for your participation in this program.

Sincerely,

Christine L. Llewellyn

Director of Accounts Payable
Emory University

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