

**Subject:**  Single-Use AccountsVirtual Card Payment Acceptance Confirmation for Emory University

***NOTE: This communication contains information related to processing Single-Use Accounts (SUASM) virtual card payments from Emory University. Please save this for future reference.***

Dear [Supplier]:

Thank you for enrolling in the Single-Use Accounts virtual card payment program for Emory University

**Payment processing with SUA**

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

Account number prefix: **5552160**

Emory University

1599 Clifton Road NE, Fifth Floor

Atlanta, GA 30322

1. Once we remit 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) going forward.
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.

**Voltage SecureMail**

* **You can elect** to receive payment notifications via a secure email delivery method. Your payment notification emails will contain a link for J.P. Morgan’s SecureMail. This one-time registration for SecureMail will enable you to receive all subsequent SUA payment notifications via a secure email delivery method and will include full account information (i.e., a complete 16-digit account number, card security code, and expiration date).
* **Once you register** for J.P. Morgan’s SecureMail delivery for SUA, all SUA payments from us and other J.P. Morgan payers (if applicable), will be sent to you via SecureMail.
* **If you are already a participant** in J.P. Morgan’s SecureMail delivery for SUA, you do not need to re-register for SecureMail – You will begin to receive Emory University’s payments via this delivery method as well.

**Please note the following important information:**

* If you need assistance when you receive your first payment or have any questions about the SUA payment program, please contact J.P. Morgan Supplier Support Services at sua.supplier.support@jpmchase.com or 877‑263‑5184.
* If you have any questions related to your invoice or payment amount, please contact Denise Hadley at 404-727-0252 or Dhadley@emory.edu.

Thank you for being a valued supplier,

Denise Hadley

Manager of Accounts Payable

Single Use Account Program

Emory University