

LOGIN INSTRUCTIONS:

P-card statements are available at the J.P. Morgan Commercial Card website at <https://www.paymentnet.jpmorgan.com>. To login to your account, enter:

- **Organization ID:** WSU0001
- **User ID:** (Your W# with leading W)
- **Password:** (A temporary password will be emailed to first-time users.)

HOW TO PRINT YOUR MONTHLY P-CARD STATEMENT

INSTRUCTIONS FOR CARDHOLDERS:

- Select: Reports > Create > Statement of Account Landscape
- Create a name of your choice for your statement in the **Name** box.
- Select: "Adobe PDF" in the **Report Format** box.
- Under the "**Date Range**" section:
 - Select: "Post Date" in the **Field** box.
 - Select: "Cycle Is" in the **Operation** box.
 - Select: "Monthly Cycle" in the **Value** box.
 - Select the date range of your desired statement.
- Under the "**Criteria**" section:
 - Select "Cardholder Last Name" in the **Field** box.
 - Select "Is Equal to" in the **Operation** box.
 - Enter your last name in the **Value** box.
- Click "Save"
- Click "Process Report"
- Click "refresh" to get the "Status" of your statement.
- Once your statement shows as "Successful" in the "Status" column, click the underlined statement name to open it.
- After the statement opens, you can then print.

INSTRUCTIONS FOR RECONCILERS:

- Select: Reports > Create > Statement of Account Landscape
- Create a name of your choice for your statement in the **Name** box.
- Select: "Adobe PDF" in the **Report Format** box.
- Under the "**Date Range**" section:
 - Select: "Post Date" in the **Field** box.
 - Select: "Cycle Is" in the **Operation** box.
 - Select: "Monthly Cycle" in the **Value** box.
 - Select the date range of your desired statement.
- Under the "**Hierarchy**" section:
 - Click on the "+" button.
 - The "**Hierarchy ID**" box will appear.
 - Enter your department's organization ID code in the Hierarchy ID box and press "Tab".
 - Your department's name will appear to the right of the Hierarchy ID box.
 - Click the "**Include Children**" box.
- Click "Save"
- Click "Process Report"
- Click "refresh" to get the "Status" of your statement.
- Once your statement shows as "Successful" in the "Status" column, click the underlined statement name to open it.
- After the statement opens, you can then print.