First Time Log In Setup

This is the **Log In** Screen. Anytime you launch a PaymentNet 4 session, you will be taken here. The first time you log in, you will need to sign in using three pieces of information you would have gotten directly from JP Morgan via two emails:

- The first email contained your **Organization ID** and your **User ID**
- The second email contained your temporary **Password**

To simplify your log in process going forward, check the box next to **Remember my Organization ID** to prompt the system to automatically populate it for you every time. **Note:** if you are accessing PaymentNet 4 from a public computer, please do **not** select this option.

The **Forgot my Password** link allows you to reset your own password by clicking on it. There is also a link to **Log In Help** which you can click on to get immediate answers to any questions you have about this Log In process.

Once you have successfully entered your **Organization ID**, **User ID** and **Password**, you will be taken to the next screen where you’ll be begin the **First Time Log In Setup**.
In order to set up your PaymentNet 4 profile, you must complete three steps.

The first step is to create and confirm your day to day password. As you are creating your new password, keep in the mind the **Password Requirements**.

There are standards for creating passwords as indicated on the screen itself. All passwords must contain:

- 6-8 Characters
- Be Alphanumeric (at least one letter and one number)
- No Special Characters
- Different from your **User ID** and **Org ID**
- Different from your previous five (5) passwords

Once you are finished creating your new password, click on **Next** to submit and complete the first step.

Step two for the **First Time Log In Setup** is **Setting your Security Questions**. The answers to these questions will be used when you go through the **Forgot your Password** process.

You must answer at least three of the questions when setting up your profile. Responses to **Security Questions** are not case sensitive. When going through the **Forgot your Password** process, you have to accurately answer at least two of your security questions. If you are successful, you will then be sent, via email, a temporary password to log into PaymentNet. If you cannot answer two of the security questions correctly, then you will need to contact the PCard Team to have them reset your password manually.
Step three is **Register Computer**. As a first time user, your computer will automatically be registered to your user ID. At this point just click on **Next** to complete the process.

If on a subsequent visit to PaymentNet 4, you are logging in with an unregistered computer, you will be guided through a quick registration process.

In order to register your computer, you need to request an **Access Code** by clicking on **Get Access Code**. The **Access Code** will be sent to the email that is on file in PaymentNet 4.

The **Access Code** you receive will be entered in the **Access Code** field. You will also enter your password in the **Password** field. If you are unsure as to which email your **Access Code** was sent to, you can look above the **Access Code** field where you will see the first and last letter of the email used.

You will then need to choose one of the **Registration Options** located on the bottom left. Once you have chosen one, click **Next** to complete the registration.

Certain common events may cause you to have to register your computer, including: using a different Internet browser; clearing the browser cookies, cache, or temporary files; and software or hardware profile changes.