Steps to Gain Access to SmartData MasterCard Account – Part 1

Go to: https://smartdata.jpmorgan.com

Log in
1) Enter following on Sign In screen:
   Temporary User ID: Enter the 16 digit card number (no spaces or dashes)
   Temporary password: Earlham1847 plus the last four of the card number (no spaces)
2) Change your User ID and password as prompted – strongly suggest Earlham ID for easy recall
   Example – Lyn Thomas would use thomaly
3) Complete the security question.*
4) Complete the challenge questions.*
   * You will be asked randomly for these as a second password, so remember the answers.
5) Click submit

Changes can be made at any time. Use My Profile tab on the home page.
*Use breadcrumbs listed (navigational path) across upper left of page to navigate- not back button.

Viewing Transactions
1) From home screen, select tab in blue ribbon across top:
   Account Activity > Transaction Summary
2) Specify the date range > Search.
   Reporting cycle – shows all that months activities
   Date Type – shows all transaction within that date range

Under the grey bar marked Search Results there are:
Three icons to the left in red
   Transaction – icon looks like a bar graph – data for transaction shown here
   Accounting detail – circle with two arrows within – shows many more details
   Split transaction – icon looks like severed card – will use later for assigning codes
Two icons on the right
   Additional information – gives merchant information and transaction in detail
   Attach receipt – icon used to connect scanned receipt to individual transaction

Items of note
The billing cycle closes on/about the 26th of each month.
Additional policies and forms online: http://earlham.edu/accounting-office/forms/
Support or questions: Debbie Maples x1627, Cathy Habschmidt x1772 or Lyn Thomas x1211

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