

# Running and Printing Procurement Card Statements

Launch Internet Explorer



Type in the following address: <https://www.paymentnet.com/Login.asp>

The following screen appears:

Click Login Now

The following screen will be displayed:

Click on 'Electronic Statement & Payment'

Enter the Account Number



The image shows the top portion of a JPMorganChase website. At the top left is the JPMorganChase logo. To the right, there is a navigation menu with a dropdown set to "Statement" and a "go >" button. Below the header, the word "Statement" is displayed. A table with a light gray header is shown. The first row of the table has columns: "Account Number", "Billing Date", "Due Date", and "Total Amount Due". Under "Account Number", there is a white input field and a small green button with a right-pointing arrow. The second row of the table has columns: "Account Name", "Spend Limit", "Available to Spend", and "Cash Limit".

Click on the Green Arrow

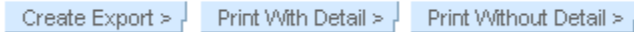
Select the appropriate month for which the statement is needed



A small form element with a gray header labeled "Billing Date". Below the header is a dropdown menu showing the date "12/20/2005" and a downward-pointing arrow.

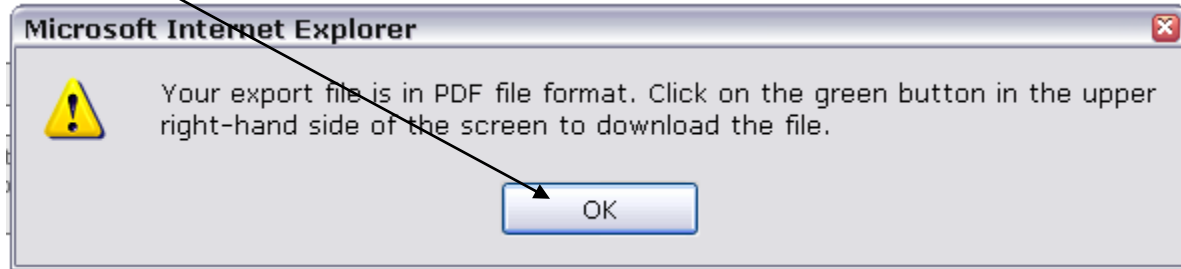
The transactions for that month will be displayed.

Click on 'Print with Detail' /



Three light blue buttons with white text and right-pointing arrows: "Create Export >", "Print With Detail >", and "Print Without Detail >".

Click OK



Click on the Green Arrow



A blue text link "Download Statement in PDF Format" followed by a small green button with a right-pointing arrow.

Adobe Acrobat will open and your statement (similar to the following example) will be displayed

**Commercial Card Statement**

ACCOUNT NUMBER	BILLING DATE	DUE DATE	NEW BALANCE	ENTER PAYMENT AMOUNT
4715 6300 0175 1280	12/20/05	01/17/06	0.00	DO NOT PAY

LEHIGH UNIVERSITY  
REGULAR CARD  
516 BRODHEAD AVE  
BETHLEHEM, PA 18015-3008

Please make check payable to:  
  
COMMERCIAL CARD SOLUTIONS  
P.O. Box 4471  
Carol Stream, IL 60197-4471

Please detach here and send top portion with payment.

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ACCOUNT: 4715 6300 0175 1280 BILLING DATE: 12/20/2005 DUE DATE: 01/17/2006 CREDIT LIMIT 20,000.00 AVAILABLE CREDIT 20,000.00

- ACCOUNT SUMMARY -						
Previous Balance	(-) Payments, Credits	(+ ) Charges, Cash Debits	(+ ) Finance Charges	(+ ) Fees	(=) New Balance	Payment Due
0.00	0.00	0.00	0.00	0.00	0.00	DO NOT PAY
CURRENT CHARGES 0.00 + PAST DUE AMOUNT 0.00 - OUTSTANDING DISPUTES 0.00 = TOTAL 0.00						

POST	TRAN	TRANSACTION DETAIL	CHARGES	CREDITS	NOTES
		REF NO: ORIGINAL CURRENCY: TYPE:			
		AUTH NO:			
		AMOUNT:			

You can now print your statement.

Click on the Printer icon



Follow the online instructions for printing your statement.

Click the Red 'X' to close Adobe Acrobat

Back on the JP Morgan Chase screen, click Home



On the home page, click Logoff

Friday, January 6, 2006

Events/Training Documents Links

Welcome *SYSTEM ADMINISTRATOR* Last pass phrase char

PaymentNet™

Electronic Statement & Payment

Cardholder Online Maintenance

Administration

Customize This Page

Locale Settings

Enter Comments

Change Pass Phrase

Logoff

Message to Program Administrator

Click the Red 'X' to close the explorer screen 