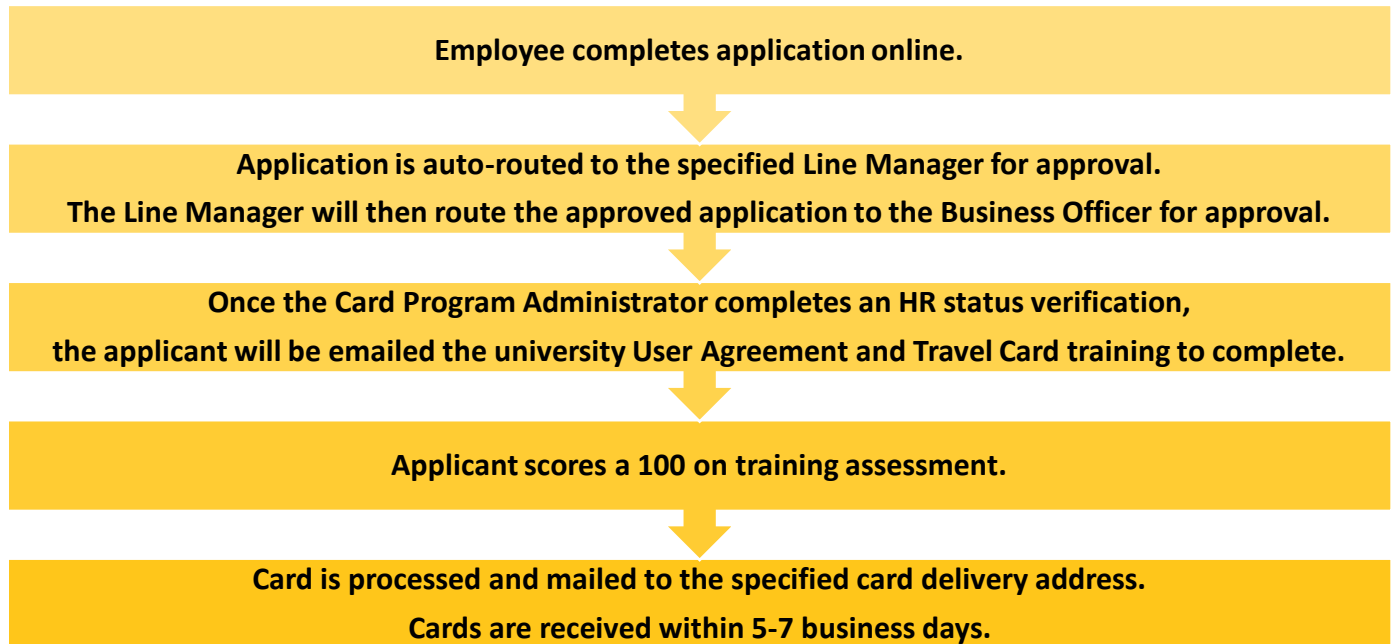


An online application is now available for prospective Travel Cardholders. Account Request Manager (ARM) is a module of JP Morgan’s PaymentNet that automates the card application, submission, approval, and fulfillment process. The online application allows applicants to easily enter their personal information and route approvals. Once an application is approved and processed, PaymentNet is used to check card balance, make payments, and review and dispute transactions.

The Travel Card application process is as follows:



There are three application links, dependent upon the card limit needed. Clicking the desired application link will take you to the application in PaymentNet.

Level	Name	Description	Limit	Application Link
1	Infrequent Travel	1-2 times/year	\$2,500	Application- \$2500 Limit
2	Moderate Travel	3-10 times/year	\$5,000	Application- \$5000 Limit
3	Frequent Travel	11+ times/year	\$10,000	Application- \$10000 Limit

Baylor University

Travel Card_Level 1_2500 Limit Application - One Card

Step 1: General Information | Step 2: Administrative Information | Step 3: Cardholder Acknowledgement

Cancel Next

Please complete the fields to apply for a commercial card.
*Required Fields.

Additional Instructions from your Organization

This application is for a card limit of \$2500. The job aid on our website provides completion instructions: <https://procurement.web.baylor.edu/payments/card-programs/travel-card>. Please note that the application must be completed and submitted in one sitting; you will not have the option to save progress.

The information contained in the instructions as noted is not provided by J.P. Morgan Chase Bank, N.A. or its subsidiaries or affiliates (collectively referred to as "Chase"). Chase is not responsible for and does not endorse the policies, procedures, or overall content provided in the instructions as noted.

Applicant Information

Full First Name*

Last Name*

Date of Birth* MM/DD/YYYY

Account Security

Access Code 1* Create a 4 digit Access Code.

Access Code 2* Create a 4 digit Access Code.

Card Embossing

First Name on Card*

Middle Initial

Last Name on Card*

For Applicants:

In **Step 1:** General Information, provide your name, address, contact information, and other details to ensure the security of your account.

- **Full First Name and Last Name** — Enter your full, legal first and last names.
- **Date of Birth** — Enter your date of birth in the requested format.
- **Access Code 1** — Enter a four digit numeric security identifier of your choosing.
- **Access Code 2** — Enter a four digit alphanumeric identifier for security purposes.
- **First Name on Card, Middle Initial, and Last Name on Card** — Enter your first name, middle initial if applicable, and last name as you want them to appear on your card. The total cannot exceed 23 characters.
- **Business Email Address and Phone Number** — Enter your business email address and a phone number. These fields ensure appropriate servicing of your account by JP Morgan.
- **Cardholder Address (Card Delivery)** — Provide the address where your card should be delivered once your account is created.
- **Home Address** — Provide your home address. This is required to comply with JP Morgan’s OFAC requirements.

Click Next. You will be asked to verify all information before proceeding. If necessary, you may return to Step 1 to make edits and then continue with the application.

In **Step 2**: Administrative Information, you will provide departmental details and specify an approver for your application.

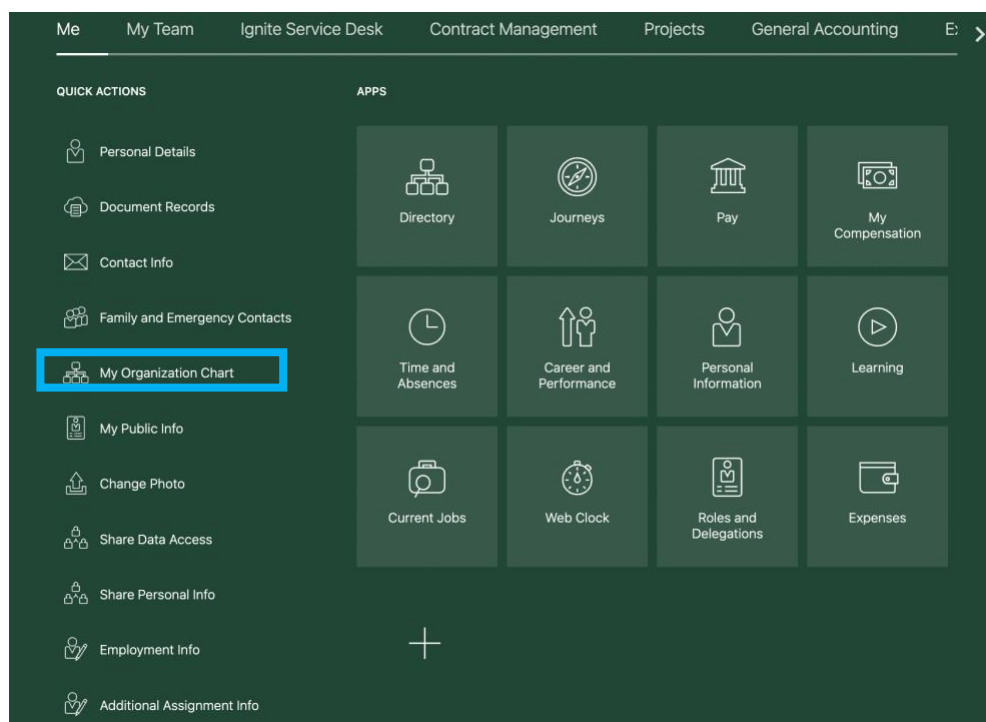
- **Department Name**— Provide your department name. If the full name cannot be entered due to character limitations, input an acronym or easily recognizable abbreviation.
- **Dept ID**— This is an optional field. If you do not know your 5 digit numeric department ID, you can search via the Departments link on the [Ignite Resources website](#).
- **Approval**— Enter your Line Manager’s name and email address. Approvals can only be sent to @baylor.edu email accounts. If you are unsure who your Line Manager is, check your [Organization Chart](#) in Ignite (see below).
- **Comments**—Comments are optional and will be visible to all approvers who review your application.

Click Next. You will be asked to verify all information before proceeding. If necessary, you may return to Step 2 to make edits and then continue with the application process.

In **Step 3**: Cardholder Acknowledgement, you will be prompted to review and accept the JP Morgan Cardholder Acknowledgement. You must agree to the terms by selecting the check box. When your application is complete, click Submit.

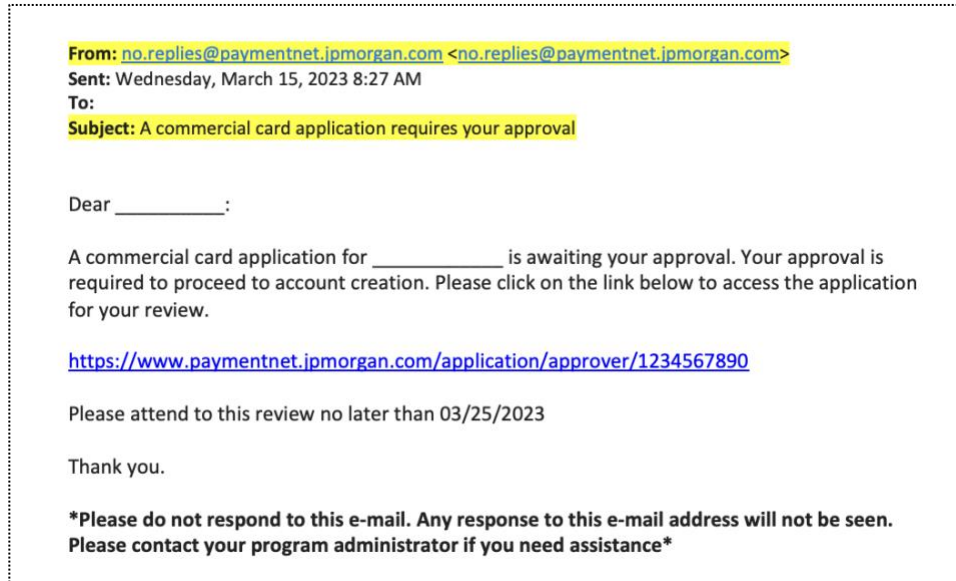
After you complete Step 3, a screen confirming submission of your application will appear and you will receive a generic confirmation email from JP Morgan. As your application moves through the approval workflow, you will receive emails to alert you of its progress. These emails will have the following subject lines:

- **Application Approved** — Your application has been approved and now awaits final approval by the Card Program Administrator.
- **Card Account Processing** — Your Card Program Administrator has completed the final approval step and processing of your card will begin.
- **Application Rejected** — Your application has been rejected by an approver for the reason stated in the email. You will need to submit a new application.



For Approvers:

When an employee submits a card application, you will receive an email from JP Morgan containing a link to access the application. Click the link in the email, or copy and paste the link into a browser window. Sample email below:



Approvers will have access to view the applicant name, department name, department ID, and card limit requested.

Once your review is complete, you can take one of the following actions:

- **Approve the application and assign the next approver.** It is required that the department’s [Business Officer](#) reviews and approves all card applications. You will see a message confirming your approval once submitted.
- **Reject the application.** If there are issues with the application, enter an explanation in the New Comment field and then click the Reject button. You will see a message confirming that the application has been rejected. If you do not add a comment, you will be prompted to do so with an alert message at the top of the screen. The applicant will receive an email notification and will need to reapply if a card is still desired.
- **Cancel your session and return at a later time to finish the approval process.** Reminders to approve the application will be sent every 3 days until action is taken.

New comments will be visible to subsequent approvers and the Card Program Administrator. After Business Officer approval, the application will route to the Card Program Administrator for review and processing.

For any questions or issues during the application process, contact the Card Program Administrator for assistance.

Contact:
Card Program Administrator
 (8am-5pm CST, M-F)
 254-710-8637
 Purchasing_Card@baylor.edu