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# J.P.Morgan Access<sup>®</sup>

Tips & Tricks

A quick guide to accomplishing common tasks in Administration

July 2020

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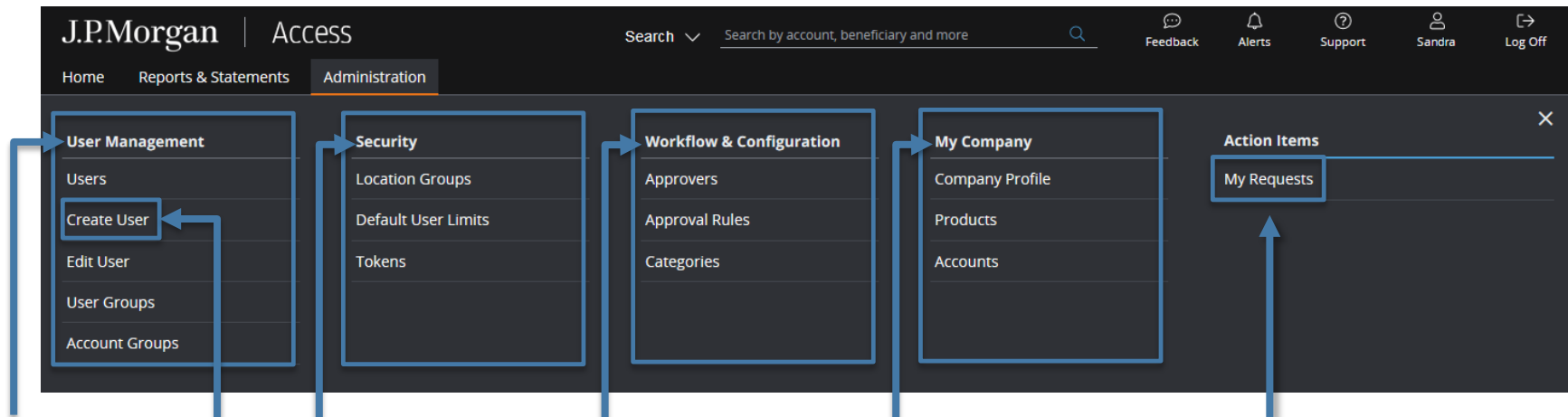
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## Overview

The Administration menu provides access to the most common tasks.



The Administration User Management menu will direct you to the various list pages where actions can be initiated.

Create User enhancements include a single workflow with the ability to assign tokens and auto-activate password users.

The Security menu is for enhanced controls such as IP filtering-location groups, default user limits, same day ACH, and token ordering and token shipments.

Workflow & Configuration is for customizing the number of approvers on transactions and templates, and managing approval rules.

My Company includes the Company Profile, which provides an overview and contacts, as well as access to product details and accounts lists.

The My Requests menu option takes you to the Requests list, where requests can be approved or deleted.

## Create New User

You can create a new user from the Administration menu.

The screenshot shows the J.P.Morgan Access Administration interface. The 'Create User' option is highlighted in the left-hand navigation menu. The main content area displays the 'User Profile' form, which is divided into several sections: 'User Information', 'Email Address', 'Telephone Numbers', 'Address', 'Access User ID', and 'Setup'. A progress bar at the top of the form indicates the current step is 'User Profile'. The 'Setup' section includes radio buttons for 'Custom Setup', 'Clone User', 'Profile Only', and 'Express Setup', with 'Custom Setup' selected. A 'NEXT' button is located at the bottom of the form.

The progress bar is the guide for the user creation steps. Click the NEXT button to progress to next step.

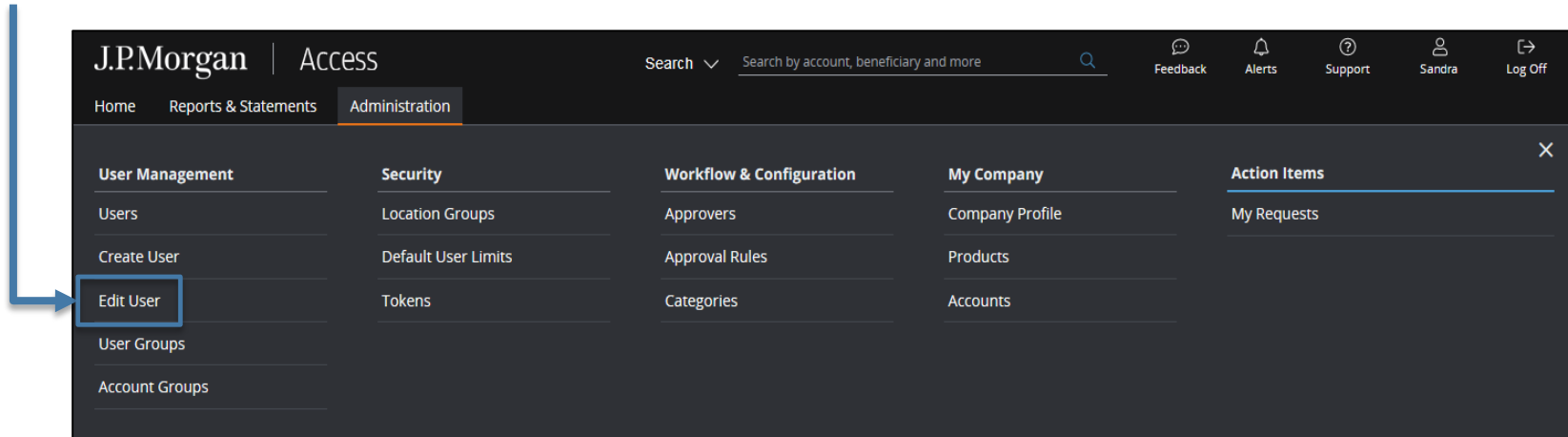
Provide the user's mobile phone number to use software tokens and password reset text capabilities.

Choose the SETUP TYPE for the new user. For a detailed description for each setup type, click [Which one should I choose?](#)

## Reset User Password

You can reset a user's password by using the Password Reset option under Credential Services.

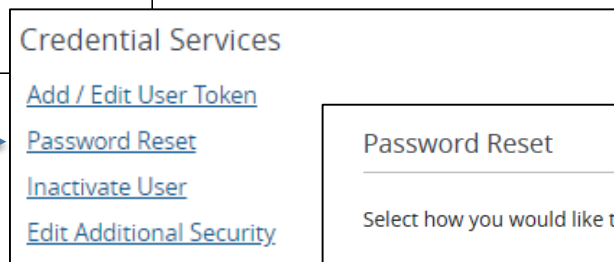
Select Edit User from the User Management menu.



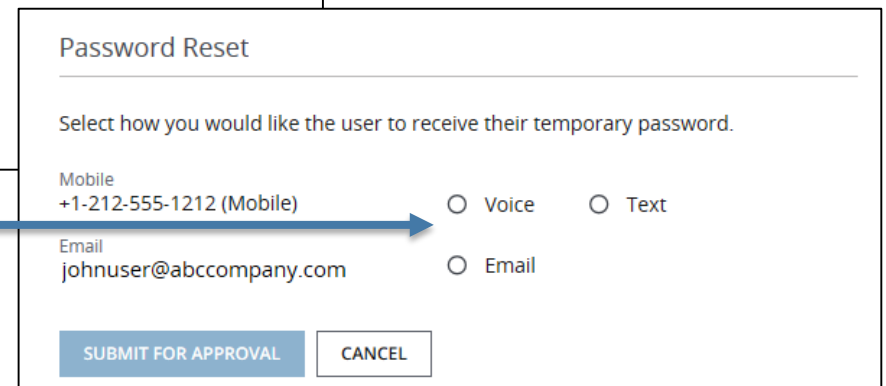
Select a user from the drop-down menu or type a user name.



Next, click Password Reset.



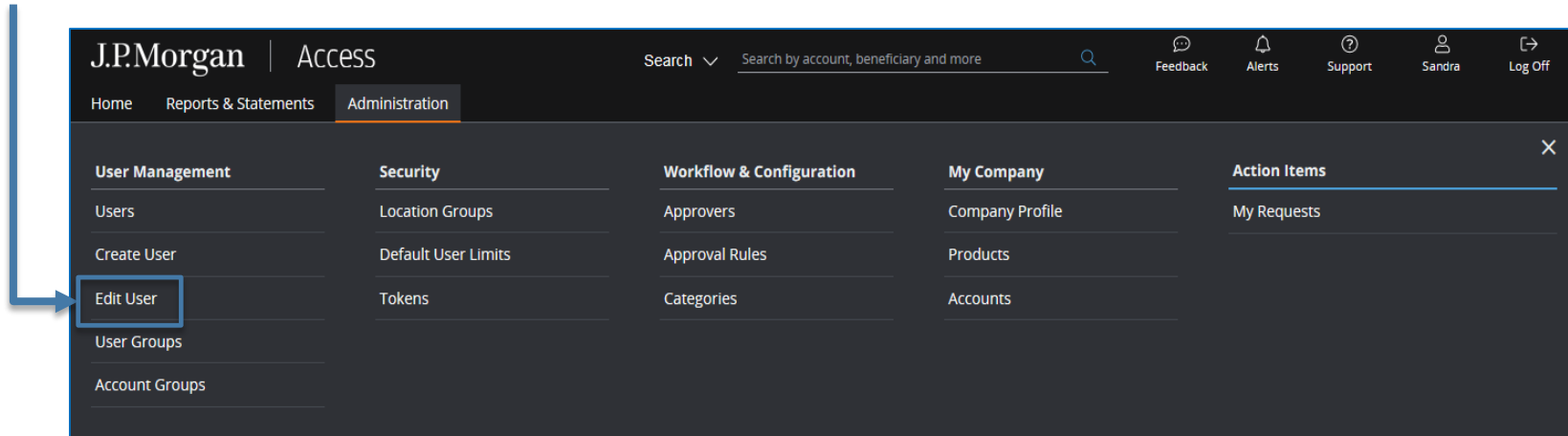
Then, select the method to receive a temporary password and submit.



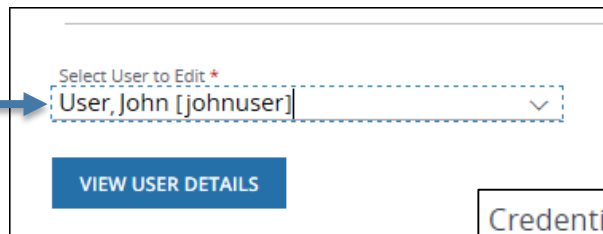
## Software Token

You can assign a software token to a user by using the Add/Edit User Token option under Credential Services.

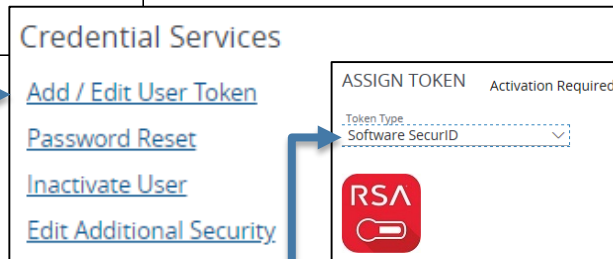
Select Edit User from the User Management menu.



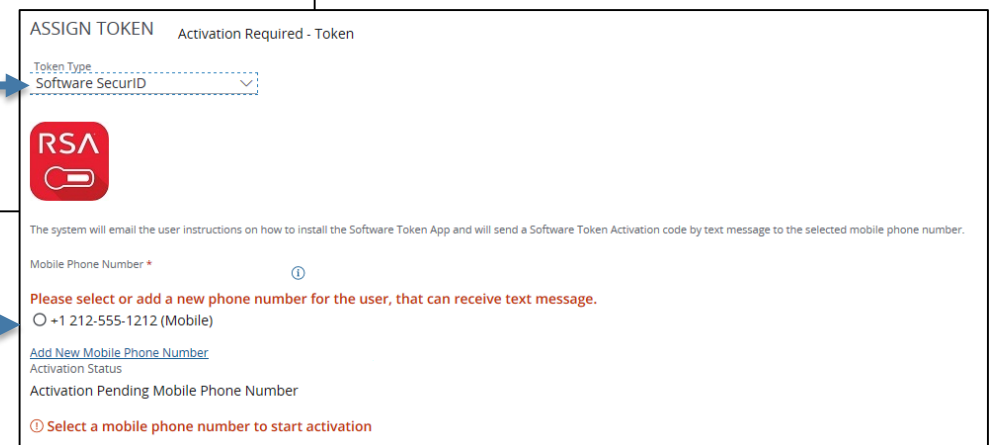
Select a user from the drop-down menu or type a user name.



Next, click Add/Edit User Token.



Then, select Software SecurID from the Token Type dropdown, select a mobile number that can receive text messages and submit.



## Add Account to User

From the User list or Edit User page, find the user to edit and select the option to Edit Custom User. On the Product Selection page, select the product and click ADD/EDIT PRODUCT.

Entitlements - Jane User

Product Selection

Expand one product category at a time to select functions to entitle.

> Payments

> Reporting

Make your selection

- Cash Reports
  - Create/Manage Account Group
  - View Transaction Details
  - Report Inbox Only (Restricts User to receive only shared Reports, generated by others)
  - View and Generate H2H Transmission
- Returns & Exceptions

Selected Cash Reports

Available Business Accounts Selected Business Accounts

Selected Accounts will be dispersed to the products they are assigned. The Accounts name could also refer to Account Groups, Acronyms, ACH IDs and other assets.

Account Name	Account Identifier	Type
<input checked="" type="checkbox"/> ACCOUNT 1	1bbb5678	IPM US
<input type="checkbox"/> Group 2		Account Group
<input type="checkbox"/> ACCOUNT 2	2bbb6789	JPM US
<input type="checkbox"/> ACCOUNT 3	3bbb7890	JPM INTL
<input type="checkbox"/> ACCOUNT 4		

ADD ACCOUNTS TO FUNCTIONS

CANCEL SELECTION

The Account list is sortable and filters can be used to quickly locate accounts or account groups.

Select the accounts to assign and click ADD ACCOUNTS TO FUNCTIONS.

Upon clicking ADD/EDIT PRODUCT, the Product Selection buttons are hidden and available accounts are displayed.

Upon clicking ADD ACCOUNTS TO FUNCTIONS, the page moves to Selected Business Accounts. Click SAVE ACCOUNT SELECTION to complete the product setup.

Entitlements - Jane User

Product Selection

Expand one product category at a time to select functions to entitle.

> Payments

> Reporting

Make your selection

- Cash Reports
- Returns & Exceptions
- Checks Paid

> ACH

> Global ACH

> Transaction Services

> FX

> Liquidity

Selected Cash Reports

Available Business Accounts Selected Business Accounts

Selected Accounts will be dispersed to the products they are assigned. The Accounts name could also refer to Account Groups, Acronyms, ACH IDs and other assets.

Account Name	Account Identifier	Type
<input type="checkbox"/> ACCOUNT 1	1bbb5678	JPM US

REMOVE SELECTED ACCOUNTS

SAVE ACCOUNT SELECTIONS

CANCEL SELECTION

Virtual Assistant

When adding accounts to Payments and ACH, click ADD/EDIT PRODUCT and click EDIT ACCOUNTS on the Function Selection page.



## Add Payments to User

The Custom Setup Entitlements step provides a single look at what products the user is entitled to and those that can be added to the user.

**Entitlements - Jane User**

User Profile  Entitlements  Credentials  Review

**Product Selection**

Expand one product category at a time to select functions to entitle.

▼ Payments

Select a single product to Add/Edit.

- Account Transfer
- Wire
- Drawdown
- Tax and Utilities
- Brazilian Boletto
- Advice to Receive

> Reporting

> ACH

> Global ACH

> Transaction Services

> FX

> Liquidity

> DataOnce

> Merchant Services

> Statements

> Concourse

ADD/EDIT PRODUCT REMOVE PRODUCT EDIT COMMON FUNCTIONS

PREVIOUS - USER PROFILE NEXT - REVIEW CANCEL REQUEST

**Welcome to entitlements selection**

**Quick tips**

Review each of the available product categories

Select the product you want to setup or remove

**ADD/EDIT PRODUCT** will assign the selected product and direct you to the function selection page.

**REMOVE PRODUCT** will remove the selected product and/or function.

**EDIT COMMON FUNCTIONS** is available after assigning Reporting Functions.

**Glossary**

- ⚠ Functions selected may not have eligible accounts, you may need to add accounts.
- ✓ Product functions and accounts assigned.

**Entitlements - Jane User**

User Profile  Entitlements  Credentials  Review

**Function Selection**

Payments - Wire

Edit Product Functions Expand Page Instructions

Transactions Functions Add All View Only Transactions

Initiate Add All

Function	Action	Accounts Status
Free-Form Payments		
Create/Copy	Remove	Accounts Required
Modify	Remove	Accounts Inherited
Delete	Add	
Payments From Templates		
Create/Copy	Add	
Modify	Add	
Delete	Add	

Approve Add All

Function	Action	Accounts Status
Free-Form Payments		
Approve	Remove	Accounts Required
Require Approval at Detail	Add	
Approve Own	Remove	Accounts Inherited
Auto Approve	Add	
Payments From Templates		
Approve	Add	
Require Approval at Detail	Add	
Approve Own	Add	
Auto Approve	Add	

Release Add All

Function	Action	Accounts Status
Free-Form Payments & Payments From Templates		
Release Payments	Add	
Release Own Payments	Add	
Auto Release Payments	Add	

Template Functions Add All View Only Templates

Initiate Add All

Function	Action	Accounts Status
Templates		
Create/Copy	Add	
Modify	Add	
Delete	Add	

Approve Add All

Function	Action	Accounts Status
Templates		
Approve	Add	
Approve Own	Add	
Auto Approve	Add	
Activate	Add	
Activate Own	Add	

EDIT ACCOUNTS RETURN TO PRODUCT SELECTION

A green checkmark indicates the user is assigned to the product.

The Accounts Status - Accounts Inherited means the accounts assigned to the parent function will be assigned to the function.

Select the product to add or edit and click ADD/EDIT PRODUCT.

Select all the functions and click EDIT ACCOUNTS to assign accounts and limits.

Click RETURN TO PRODUCT SELECTION to add/edit another product or proceed to the next step on the progress bar. The button will enable when there are no more functions that require accounts.

★ For Payments or ACH, ADD/EDIT PRODUCT will take you to a Function Selection page.

## View User Entitlements

You can view user entitlements and details from the users list accessible from the Administration menu.

Select Users from the User Management menu.

The screenshot shows the J.P.Morgan Access Administration interface. The 'Administration' tab is active. Under the 'User Management' section, the 'Users' option is highlighted with a blue box and an arrow. Other options in the menu include 'Create User', 'Edit User', 'User Groups', and 'Account Groups'. The 'Security' section includes 'Location Groups', 'Default User Limits', and 'Tokens'. The 'Workflow & Configuration' section includes 'Approvers', 'Approval Rules', and 'Categories'. The 'My Company' section includes 'Company Profile', 'Products', and 'Accounts'. The 'Action Items' section includes 'My Requests'.

Select a user by clicking on the user name.

<input type="checkbox"/>	Last Name	First Name	Setup Type	ACCESS User ID	User Type	Status	Assigned Credential	Credential Status	Email Address
<input type="checkbox"/>	Williams	Thane	Custom	twilliams	SA	Active	SecurID	--	twilliams@at
<input type="checkbox"/>	Christopher	Eriks	Custom	echristopher	SA	Active	SecurID	--	echristopher
<input type="checkbox"/>	Duffy								
<input type="checkbox"/>	Esselink								
<input type="checkbox"/>	Jennings								
<input type="checkbox"/>	McMahon								
<input type="checkbox"/>	Mistak								
<input type="checkbox"/>	Pena								

View user entitlements by expanding the product section under Entitlements.

The screenshot shows the 'User Credentials' page for user 'Esselink'. The page has a warning: 'Activation Required - Token'. The 'Entitlements' section is expanded to show 'All Entitlements' and 'Individual And User Group Entitlements'. Under 'All Entitlements', the following sections are visible:

- Common Functions**: Status
- Common Reports Functions**: Share Reports (Enabled)
- Common Payment Functions**: View Account Balances (Enabled)
- Payments**: Wire
  - Functions: Please select each function to view details
    - Initiate
    - Approve
    - Release

## Edit User Limits

From the User list or Edit User page, find the user to edit and select the option to Edit Custom User. On the Product Selection page, select the product and click ADD/EDIT PRODUCT and click Edit Accounts on the Function Selection page.

Select all the functions from the list and click Select Accounts.

Click Limits (Optional) to review and edit the user's limits.

Expand Quick Edit to apply the same limits to all functions.

Expand each product to edit specific limits.

**Entitlements - Jane User**

User Profile Entitlements Credentials Review

Accounts and Limits Selection

Payments - Wire

Transactions Functions  Select All

Accounts - All Functions

Initiate

Accounts Status

Free-Form Payments

- Create/Copy Accounts Required
- Delete Accounts Required

Payments From Templates

- Create/Copy Accounts Required
- Approve Accounts Required

Free-Form Payments & Payments From Templates

- Import Accounts Required
- Modify Accounts Required

Approve

Accounts Status

Free-Form Payments

- Approve Accounts Required

Payments From Templates

- Approve Accounts Required

Free-Form Payments & Payments From Templates

- Approve Accounts Required

\* Limits that show with asterisk and grayed out are the default limits.

> Quick Edit

- Expand Collapse All
- Book Transfer
- Bank Draft
- Wire
  - Functions
 

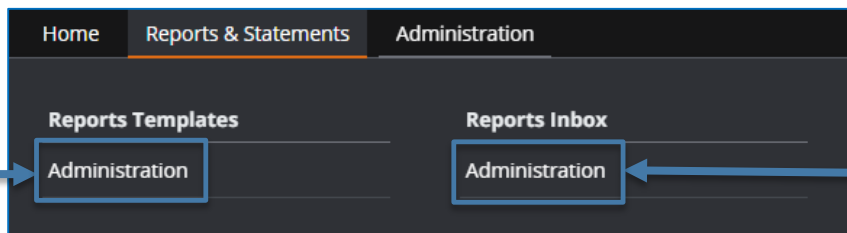
	New Payment Limit	Ccy	New Daily Limit	Ccy
Free-Form Payments				
Create/Copy	<input type="text" value="0,000"/>	USD	*20,000	USD
Approve	*0,000	USD	*20,000	USD
Payments From Templates				
Create/Copy	*0,000	USD	*20,000	USD
Approve	*0,000	USD	*20,000	USD
Free-Form Payments & Payments From Templates				
Import	*0,000	USD	*20,000	USD
Modify	*0,000	USD	*20,000	USD

SAVE ACCOUNT SELECTIONS CANCEL SELECTION

## Run an Entitlement Report and Set Default User Limits

To run an Entitlements Report or a Configurable Entitlement Report, select Administration under Reports Templates which falls under Reports & Statements in the menu bar.

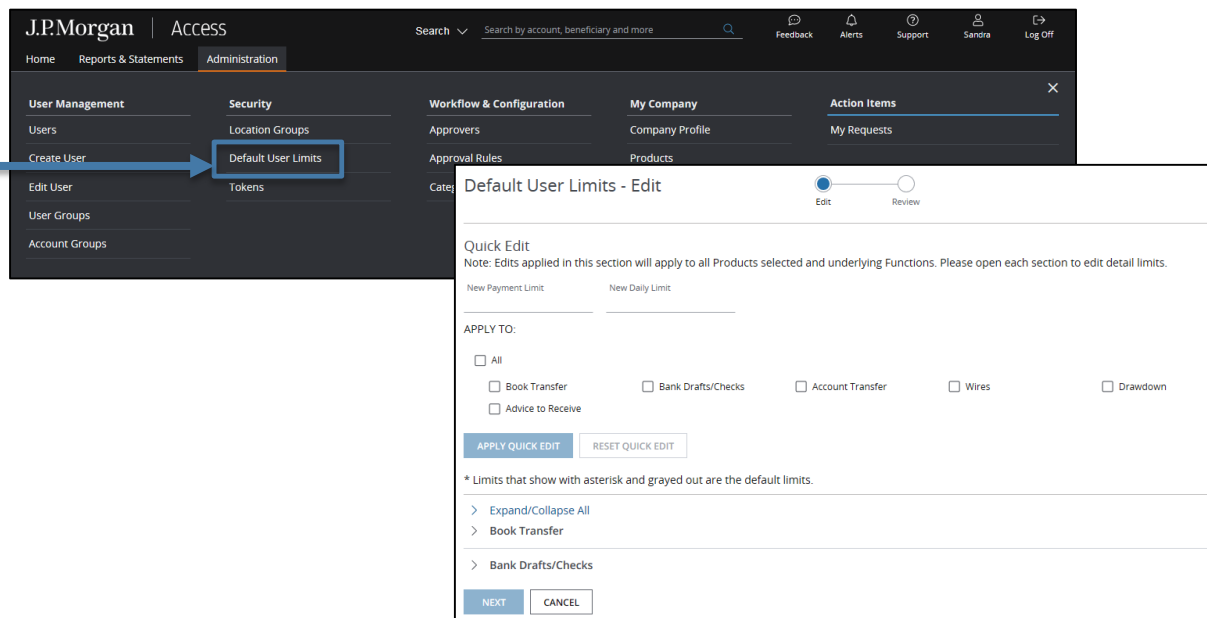
Select Administration to access the Administration Entitlements Report templates.



To retrieve completed Entitlements Reports, select Administration under Reports Inbox.

To set or change default user limits, select Default User Limits under Security which falls under Administration in the menu bar.

Select Default User Limits under Security.



## View Product Details

You can view products that exist under the client profile by selecting Products under the My Company menu.

Select Products under My Company.

The screenshot shows the J.P.Morgan Access portal interface. At the top, there is a navigation bar with 'Home', 'Reports & Statements', and 'Administration' (which is selected). Below this is a search bar and utility icons for Feedback, Alerts, Support, and user profile (Sandra). A main menu is displayed with several categories: 'User Management', 'Security', 'Workflow & Configuration', 'My Company', and 'Action Items'. The 'My Company' category is expanded, showing 'Company Profile', 'Products' (highlighted with a blue box and an arrow), and 'Accounts'. Below the main menu, the 'Product ACNEW3 PVT' page is visible. On the left, a 'Product Groups' sidebar lists various report types, with 'Cash Reports' selected. The main content area displays 'Cash Reports' for 'Product ACNEW3 PVT', including a table of business accounts and a list of users.

**Product ACNEW3 PVT**

**Cash Reports**

The Cash Reporting tools provide the information users need to manage their company's financial positions.

Expand/Collapse All

Business Accounts

Business Account Name	Business Account Identifier	Account Type
ICM PVT	2600023562	JPM INTL
ICM PVT	2600023565	JPM INTL
JPM - TSS - GCA PVT 7	945959260	JPM US
JPM TSS ACCESS NXT GEN TSTNG-E	41034035	JPM INTL
JPM TSS ACCESS NXT GEN TSTNG-E	41034036	JPM INTL
JPMIC HK PENNY FLOW MONITOR ACC	4700000471	JPM INTL
Non-Client - Client Access PVT IV	945958734	JPM US

Users

Last Name	FIRST Name	ACCESS User ID
CashReports	Cash	cashcashreports
chase	lynda	lyndchase
Chile	Cashreports	chile
cr419	Express	expcr419
Express	CR220	cr22express
Fulda	Zehava	zehafulda
Gasca	Donnie	donniegasca0408
JanTSMUser1	Raki	rakijantzmuser1

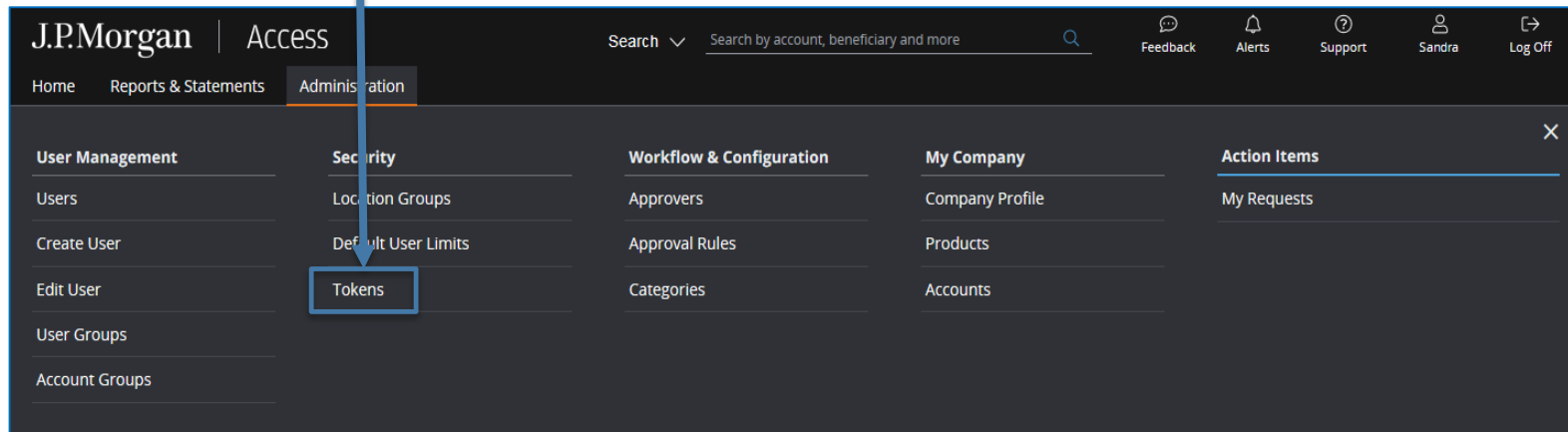
View specific details of products by selecting the product.

Details will be shown to the right.

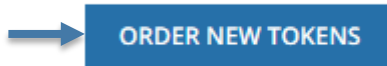
## Order Tokens

You can order your hardware tokens by selecting the Tokens option under Security.

Select Tokens under Security.



Click the ORDER NEW TOKENS button.



Select number of RSA SecurID™ and Feitian tokens required and submit.



**Order New Tokens**

ABCCO

Requestor  
Eccentrica IAMLIKEAC3, eiamlikeac3

User must input number of token in either RSA Token and/or Feitian Token

Number of RSA Tokens  
\_\_\_\_\_

You must order at least 1 token but no more than 100.

Number of Feitian Tokens  
\_\_\_\_\_

You must order at least 1 token but no more than 100.