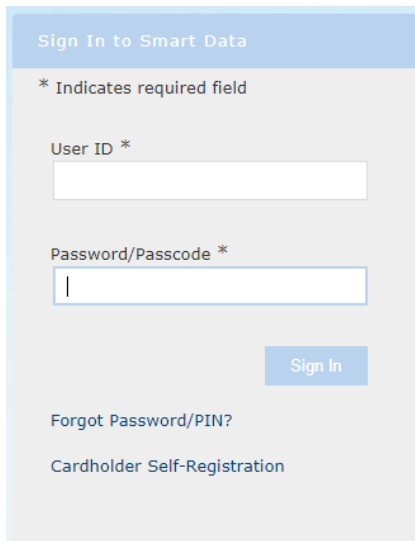


## How to Log In

SmartData is the system used by JP Morgan to manage your card activity. This is how you will review transactions, attach receipts, and input General Ledger (GL) numbers. After your account is set up, you will receive emails from the Business Office, and then JP Morgan. These emails will contain your user name and temporary password. You will need to change your password after the first log in. You will also need to set up challenge questions and answers. Every three to six months you will need to update your password. Ensure that you protect your user id, password, and challenge questions. You will need these to review and approve transactions. If you forget your password or challenge questions Rob Mizerski in the business office can reset these for you.

To log in visit: <https://smartdata.jpmorgan.com>

Enter in your login and password information:



The image shows a screenshot of the 'Sign In to Smart Data' login form. The form has a light blue header with the text 'Sign In to Smart Data'. Below the header, there is a note: '\* Indicates required field'. The form contains two input fields: 'User ID \*' and 'Password/Passcode \*'. The 'User ID' field is empty, and the 'Password/Passcode' field has a vertical cursor. To the right of the password field is a blue 'Sign In' button. Below the input fields, there are two links: 'Forgot Password/PIN?' and 'Cardholder Self-Registration'.

You will also need to answer some challenge questions.