P-Card Approver Instructions

Proceed to the Chase website smartdata.jpmorgan.com. Log-in in with your user name and password you created. Your user name is usually the same as your user name to access your e-mail. Your password is something you created the first time you logged in. If you forget your user name or password, please contact me. I can reset your password or look up your user name.

Below is what your home page will look like. Your User Role should be Account Group Manager or Level Manager and not your Cardholder role.
Hover over Financial
Hover over Transaction Management
Select Transaction Approval Summary
Select the Quick Link (mine says "Ohio Wesleyan University"). Your quick link will either be your name or department.
Select the date range. You should always look at least 2 months back.
Under Advanced Options, choose a review status of Reviewed and Not Approved. Select Search.
Select the name of the person to view transaction detail. After looking at the detail, you can then return to the Summary screen by going back a screen using the *bread crumb trail in blue*. Click the radio button under "Approved" to mark it approved. Click "Save".