GETTING ACCESS & LOGGING IN

SUPPLIER CENTRAL DIGITAL INVOICING

JPMorgan Chase & Co.
In this training material use the following icons to guide you through the navigation and process steps of getting access and logging in.

Navigate to the next step
Go back to the prior page
Move forward to the next page
Return to the beginning of the section

Registration and access authentication are required before transacting through the tool. Click the next arrow to continue.

Getting Access: Self Validate
- Complete the account setup steps with key supplier and invoicing information

Getting Access: Request Validation
- Complete the account setup steps by requesting your JPMC contact to confirm your access request

Logging In & Requesting Assistance
- Steps for logging in after your account has been setup
- Submit a request for assistance if any issues getting access or logging in are encountered
After clicking the link to open the Supplier Central Digital Invoicing tool, you will be directed to the welcome screen. In this screen you can,

1) Login to the tool (once your credentials have been created)

2) Look up the status of an invoice

3) Request login credentials

As a new user to the tool login credentials must be created in order to submit an invoice and perform other functions. Click the Invoice users, don’t have a login but would like to request one button to proceed with the next step.

Getting Access: Self Validate
After clicking the button to request login credentials the account setup screen appears.

There are two options available to setup or create your Supplier Central Digital Invoicing account,

1) **Self Validate:** Ensure a prior invoice number submitted to JPMC is available along with the last four digits of the bank account number credited with the payment for the invoice number

2) **Request Validation:** The request will be submitted to the provided JPMC contact (email address) to verify your identity and access

Let’s proceed with the **Self Validate** steps first, click the button to continue with the next step.
After clicking **Self Validate** the Account Setup form will appear.

Complete all required fields (*),

1) **Supplier Name:** Use the exact supplier name that appears on your invoice

2) **First Name**

3) **Last Name:** If your first and last name are longer than 22 characters your username will be truncated

4) **Email Address**

5) **Telephone Number**

6) **Invoice number of a prior invoice you submitted to JPMorgan Chase**

7) **Last four digits of the bank account credited with the payment for the invoice**

**Note:** Select the **User Admin** checkbox if the admin role should be included in the setup which provides the ability to add and remove other users from your organization

After completing the required fields click the **Submit** button to proceed with the next step.
After clicking **Submit** a systemic validation is performed to authenticate the information entered in the account setup. When the information entered is validated, a confirmation of the access will be received.

In the event the details were found to be incorrect or could not be authenticated, an error message is received. Correct the information and resubmit.

An email notification will be sent to the email address entered in the account setup form. The notification will include your username and a link to the tool. Click the forward icon below to review the notification.
The email notification will be sent to the email address provided in the account setup form. The email will confirm your new account, provide the link to the tool, and your login ID (or username).

Click the link to the tool in the email to proceed with the next step of getting access.
You will be directed to the Supplier Central Digital Invoicing login screen. While your username or login ID has been provided, a password is still needed to complete the access.

Click the Reset/Forgot Password button to proceed with the next step in getting access.
Enter your provided login ID or Username and then click Submit to proceed with the next step.
After entering your username an email is sent to the email address provided in the Account Setup form. The email includes a one-time passcode to enter in the Supplier Central Digital Invoicing tool in order to reset and/or establish your password.

Click the forward icon below to proceed with the next step of getting access.
Go back to Supplier Central Digital Invoicing,

1) Enter the one-time passcode or Authentication Code received in the email

2) Click the Remember Me checkbox so that the next time you login you can login with a username and password, without going through the authentication code steps.

Click the Submit button to proceed with the next step of getting access.

Note: The authentication code is valid for 10 minutes. If the authentication code was not accepted, click the Resend OTP button to request a new code.
After entering the authentication code and clicking Submit you will be able to set (or reset) your password.

1) Follow the password criteria to enter your new password

2) Re-enter your new password

Click the Reset Password button to proceed with the next step of getting access.
Now that you have successfully created a username and password, you are required to login with your new credentials to complete the account setup process and access the tool.

1) Enter your username
2) Enter your password
3) Click the **Sign In** button

This concludes the steps of getting access to Supplier Central Digital Invoicing using the **Self Validate** option. Next, let’s review the steps of getting access using the **Request Validation** option. Click the forward icon below to continue.

Alternatively, use the menu options below to navigate to another section or topic within the **Getting Access & Logging In** module.
Click the **Request Validation** option to proceed with the account setup steps.
After clicking **Request Validation**, the Account Setup form will appear.

Complete all required fields (*),

1) **Supplier Name**: Use the exact supplier name that appears on your invoice

2) **First Name**

3) **Last Name**: If your first and last name are longer than 22 characters your username will be truncated

4) **Email Address**

5) **Telephone Number**

6) **JPMC Contact Email**: Enter the email address of the JPMC contact who can verify your identity

**Note:** Select the **User Admin** checkbox if the admin role should be included in the setup which provides the ability to add and remove other users from your organization

After completing the required fields click the **Submit** button to proceed with the next step.
An access request email notification is sent to the JPMC contact email address provided.

After the JPMC contact confirms the access request an email notification is sent to the supplier email address entered in the account setup form. Click the forward icon to review the email and next steps of getting access.
Follow the steps within the email notification received to confirm the access and login credentials.

Click the link to access Supplier Central Digital Invoicing to proceed with the next step.

Take note of the username included within the email as this information will be needed to login to the tool.

Getting Access: Self Validate

Welcome to Supplier Central Digital Invoicing.

Your JPMC contact has just approved your Supplier Central access request. Please follow the below steps to complete the account setup process.

What do I need to do?

Please complete the below steps to complete the second step of the process:

1. Click this link [suppliercentral-uit-jpmchase.com/home](https://suppliercentral-uit-jpmchase.com/home) to access Supplier Central.

2. Click on “Resend/Forgot Password” button on the bottom of the page.

3. Enter your username and click submit. Your permanent username is .

On completing the above steps, you will receive a separate email with your one time passcode.

Questions?

Please contact [Supplier Central Support](mailto:Supplier%20Central%20Support) in case you need any further assistance.
You will be directed to the Supplier Central Digital Invoicing login screen. While your username or login ID has been provided, a password is still needed to complete the access.

Click the **Reset/Forgot Password** button to proceed with the next step in getting access.
Enter your provided login ID or Username and then click Submit to proceed with the next step.
After entering your username an email is sent to the email address provided in the Account Setup form. The email includes a one-time passcode to enter in the Supplier Central Digital Invoicing tool in order to reset and/or establish your password.

Click the forward icon below to proceed with the next step of getting access.
Go back to Supplier Central Digital Invoicing,

1) Enter the one-time passcode or Authentication Code received in the email

2) Click the Remember Me checkbox so that the next time you login you can login with a username and password, without going through the authentication code steps.

Click the Submit button to proceed with the next step of getting access.

Note: The authentication code is valid for 10 minutes. If the authentication code was not accepted, click the Resend OTP button to request a new code.
After entering the authentication code and clicking Submit you will be able to set (or reset) your password.

1) Follow the password criteria to enter your new password

2) Re-enter your new password

Click the Reset Password button to proceed with the next step of getting access.
Now that you have successfully created a username and password, you are required to login with your new credentials to complete the account setup process and access the tool.

1) Enter your username
2) Enter your password
3) Click the Sign In button

This concludes the steps of getting access to Supplier Central Digital Invoicing using the Request Validation option. Next, let’s review the steps of logging in. Click the forward icon below to continue.

Alternatively, use the menu options below to navigate to another section or topic within the Getting Access & Logging In module.
After accessing the Supplier Central Digital Invoicing link, click on the **Do you already have a login** button to proceed with the next step.
After your account has been setup, credentials confirmed, and password created, accessing the tool going forward includes entering your Username and Password.

Click the Sign In button to proceed with the next step.
After logging in you are directed to the Supplier Hub.

Next, let’s review the steps of requesting assistance. Click the forward icon below to continue.
If there are any issues completing the access or logging in steps, click the Need Help button to open a ticket with the GSS support team.

The Need Help button will open a new email addressed to the GSS support team (or concierge team). Ensure your supplier name, contact information, and description of the issue are included in the email.

A member of the GSS support team will contact you for additional assistance to resolve the issue.

This concludes the steps of getting access and logging in. Use the menu options below to navigate to review the information again.
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