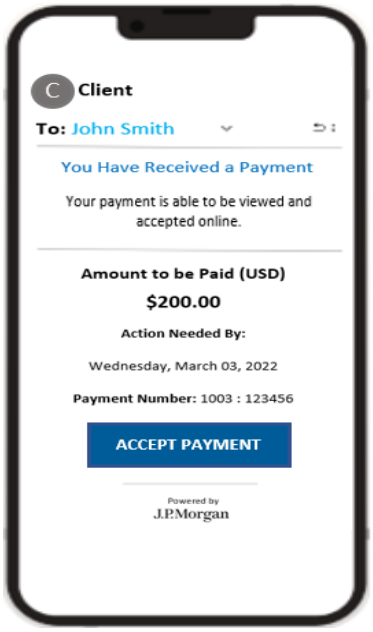
J.P. Morgan Concourse ™ Quick Start Guide

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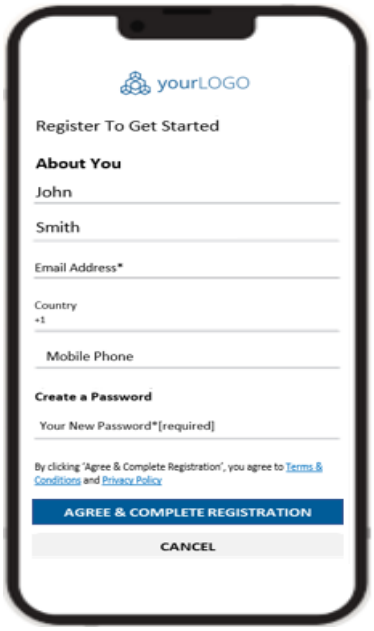
[Client Name] is committed to providing its customers an easy and frictionless experience for its [payments business case]. We are pleased to partner with J.P. Morgan to provide a new payment solution through Concourse.

Follow these simple steps to receive your payments in a quick and easy way.

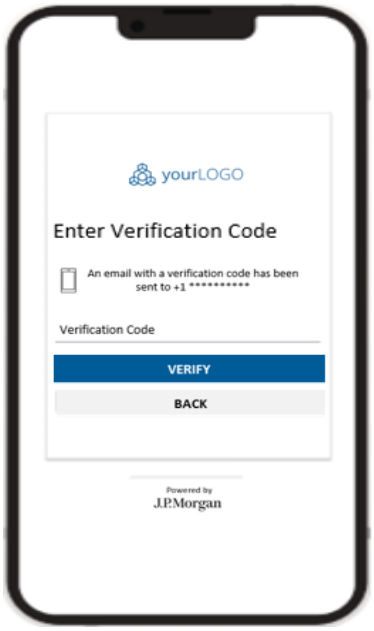
1 An email is sent from Concourse when a payment is available. Select the **'Accept Payment'** button in email.



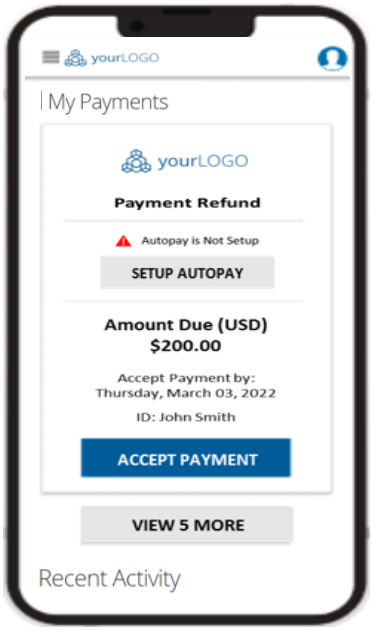
2 Add your information and select **'Agree & Complete Registration'** that will trigger a verification code to be sent to you.



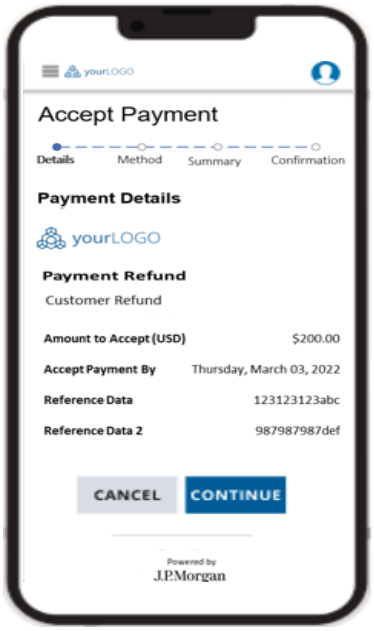
3 Enter verification code and select **'Verify'**.



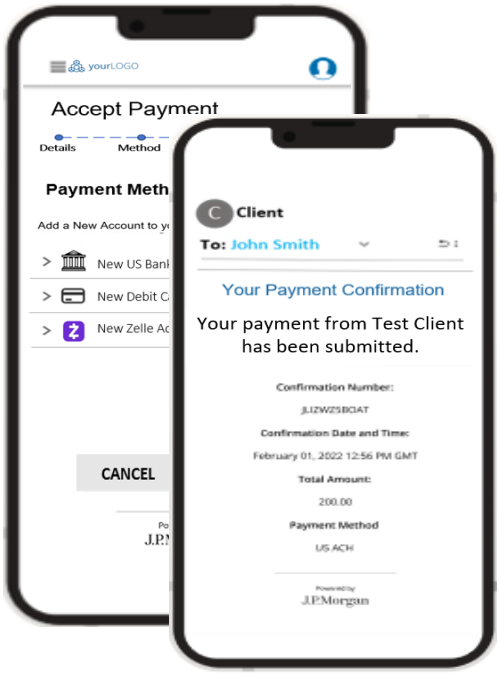
4 Once logged in, select **'Accept Payment'**.



5 View payment details and select **'Continue'**.



6 Add a payment method and select **'Continue'**. A confirmation email will be sent upon completion.

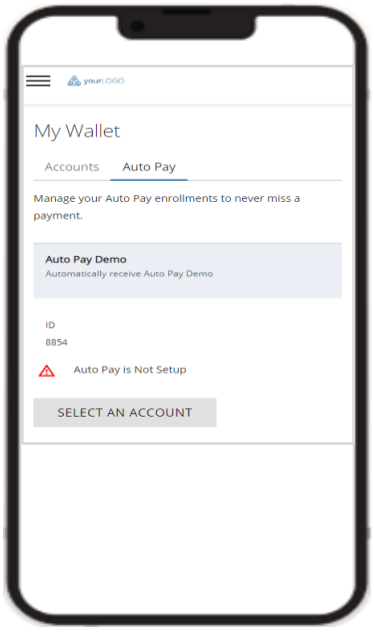


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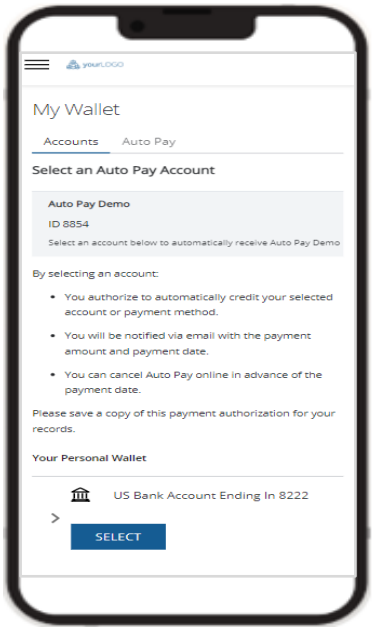
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Setup Automatic Payments

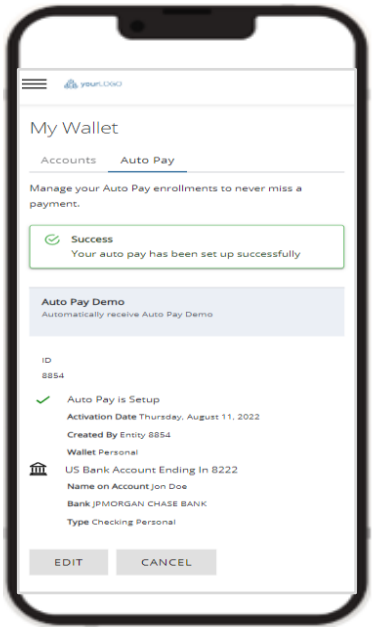
1 From **My Wallet**, select **'Auto Pay'** and **'Select An Account'.**



2 Click **'Select'** to choose an account in **Your Personal Wallet** that you want to get paid to.

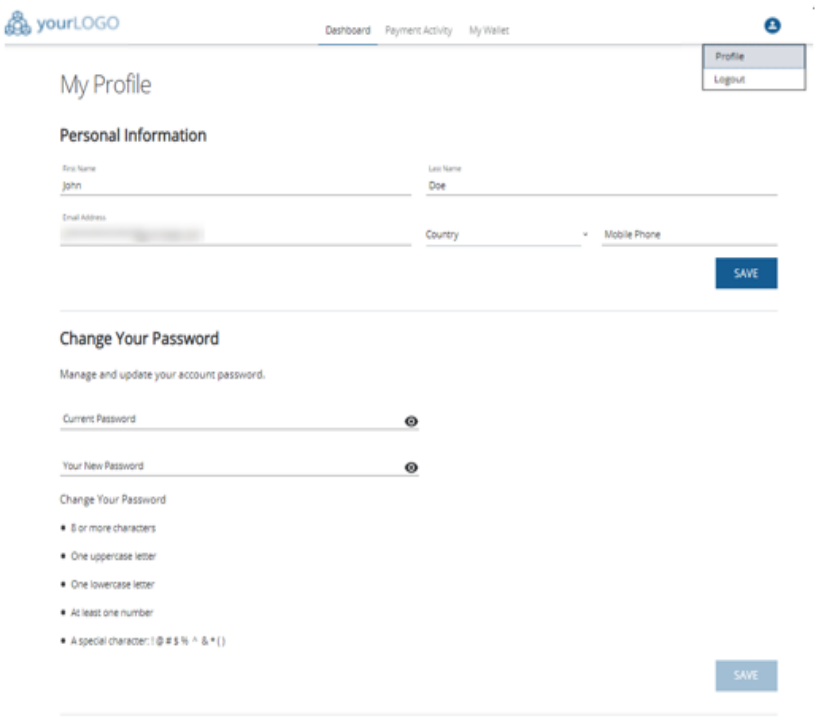


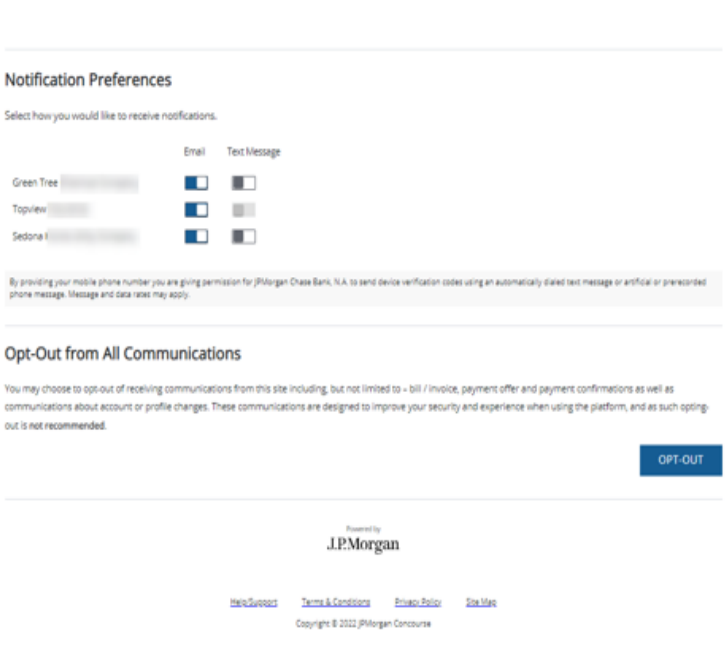
3 A banner will appear upon successful Auto Pay enrollment.



Manage Profile

Conveniently manage personal information, password and notification preferences from **My Profile** located at the top right of the screen.





Note:

1. Your existing Corporate Quick Pay access will continue to be operational until end of September 2023
2. History of payments made in Corporate Quick Pay will not be made available in Concourse
3. Email notification from Concourse will be sent from the email address **donotreply@chasepaymentech.com**
4. SMS notification from Concourse will be sent from **809-89**. This is different from CQP's short code 577-29.